



State of Tennessee
Department of Finance & Administration

Transportation **R**eimbursement **I**nformation **P**rocessing **S**ystem
(TRIPS)

Submitter/Approver Quick Reference Guide

Revised March 18, 2005



State of Tennessee – Department of Finance & Administration
Travel Reimbursement Information Processing System (TRIPS)
Submitter/Approver Quick Reference Guide

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INTRODUCTION

The Travel Reimbursement Information Processing System (TRIPS) is an Internet-based expense reimbursement system that State employees use to create, submit, approve, and audit employee Expense Reports.

The TRIPS support website may be accessed from the Internet and State Intranet under the Department of Finance and Administration, Division of Accounts topic "Travel Reimbursements": <http://www.state.tn.us/finance/act/accounts.html>. This website provides links to general information, manuals, frequently asked questions, and a computer-based training application.

TRIPS Benefits

- Facilitates efficient, time saving expense claim submission, fiscal office audit processing, and Division of Accounts reimbursement processing
- Provides electronic generation, routing, notification, and approval of expense claims
- Limits errors introduced by employees when filing expense claims
- Provides secure inquiry into expense claim status and history
- Provides a repository of data for management reporting and analysis

TRIPS System Overview

- TRIPS can be used only by State employees (i.e., employees whose STARS Vendor Number prefix is "E"). Non-employees eligible for travel and expense reimbursement must request it outside of TRIPS.
- The TRIPS application is accessed using a PC "web browser" (Microsoft Internet Explorer 5.5 or later) and an Internet (or State Intranet) connection. TRIPS will install certain files on the PC the first time the system is accessed. Therefore, only State and personal PCs should be used (public PCs, such as those in libraries, normally have restrictions against downloading and installing files from the Internet). PC administrator privileges are required to install the TRIPS files.

Note: TRIPS requires that large amounts of data be transmitted back and forth between it and the User. Dial-up Internet connections may result in performance that is unacceptably slow.

- TRIPS is an adaptation of commercial T&E software produce by Necho Systems Corporation. Key components include:
 - ➔ **NavigatER** – Necho's web-based expense reimbursement software, residing on a secure server and accessible via the Internet or the State's Intranet using a web browser (Internet Explorer 5.5 or later)
 - ➔ **AdministratER** – Necho's application for configuring and managing NavigatER operation, residing on a secure server and accessible via the Internet or the State's Intranet using a web browser (Internet Explorer 5.5 or later)



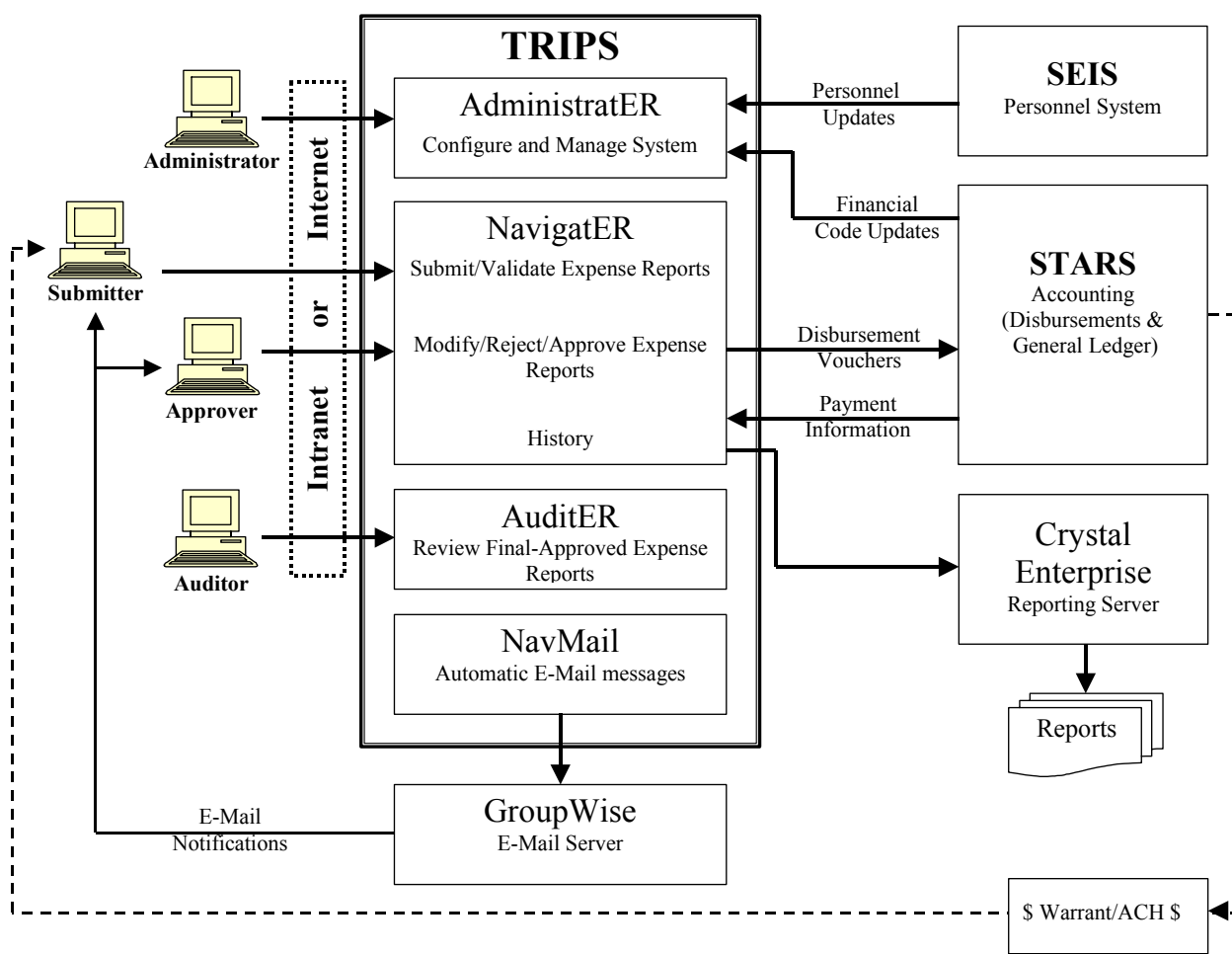
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- **AuditER** – Necho's application for auditing expense reports that have processed through NavigatER, residing on a secure server and accessible via the Internet or the State's Intranet using a web browser (Internet Explorer 5.5 or later)
- **NavMail** – Necho's application for configuring, scheduling, and transmitting automated E-mail notifications regarding Expense Report status
- **STARS** – The State of Tennessee's Accounting and Reporting System, a mainframe application from which reimbursement payments are made
- **SEIS** – The Shared Employee Information System, a mainframe application used as the primary source for employee data
- **GroupWise** – The State of Tennessee E-mail application through which NavMail sends E-mail notifications
- **Crystal Enterprise** – A server-based database query and reporting application, used to produce all TRIPS reports other than Expense Reports

TRIPS Components





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Roles and Responsibilities

The following roles/positions are defined for TRIPS:

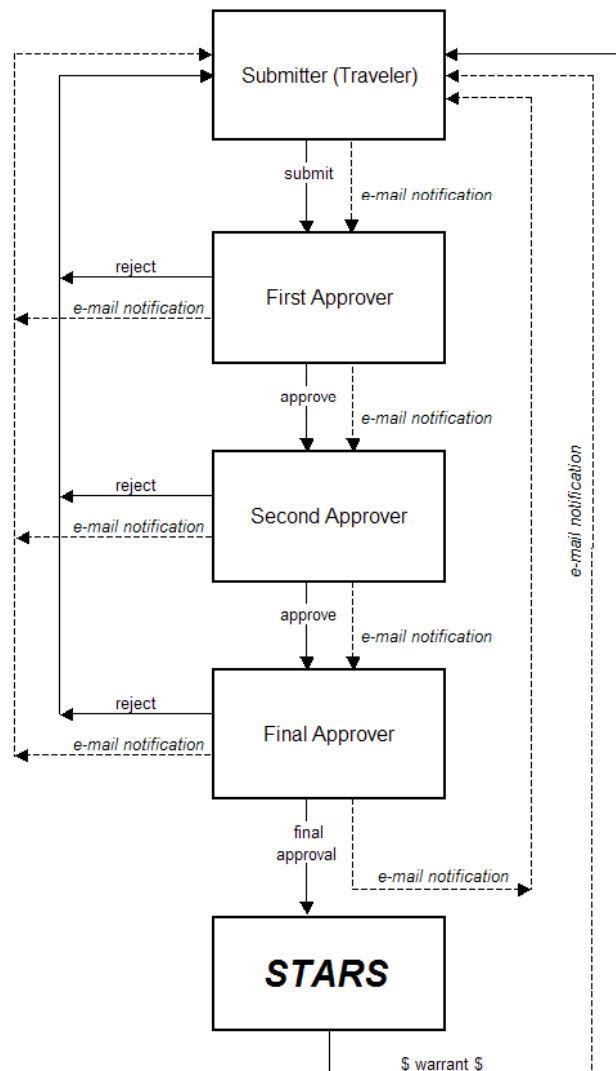
Role	Function Summary	Location	Created By	Authorization
Submitter	Enter and submit Expense Reports	Any Agency	SEIS database and Administrator	Department of Personnel
Proxy Submitter	Enter and submit Expense Reports on behalf of another employee	Any Agency	Agency Administrator	Each Agency
Approver	Approve Expense Reports (possibly altering certain fields)	Any Agency	Agency Administrator	Each Agency
Proxy Approver	Same as Approver, temporarily substituting for Approver	Any Agency	Approver or Agency Administrator	Each Agency
Auditor	Audit paid Expense Reports	Comptroller's Office; F&A Division of Accounts	Security Administrator	Comptroller's Office and F&A Division of Accounts
Agency Administrator	Maintain User Profiles; create and maintain Approval Chains; create and maintain Shared Service Groups	Any Agency	Security Administrator	Each Agency and F&A Division of Accounts
Statewide Administrator	Maintain most tables; monitor interaction with STARS	F&A Division of Accounts	Security Administrator	F&A Division of Accounts
Security Administrator	Grant Administrator and Auditor privileges; Monitor Agency Administrators and Auditors by daily review of report.	F&A OSTs	Security Administrator	F&A OSTs
Database Administrator	Assist in solving database problems; Perform any required table modifications not possible through AdministratER or NavMail	F&A OIR	F&A OIR	F&A OIR
Systems Administrator	Maintain system operation tables; Maintain NavMail	F&A OSTs Business Systems Support	Security Administrator	F&A OSTs
Technical Systems Support	Backup and restore the application and databases	F&A OIR	F&A OIR	F&A OIR
Production Services	Manage interfaces; upload Per Diem and Point-to-Point tables	F&A OSTs	F&A OSTs	F&A OSTs
Customer Support	Install software	F&A OSTs	F&A OSTs	F&A OSTs
Agency Technical Support	Install necessary software at agency	Any Agency	Any Agency	Any Agency



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Submitter/Approver Overview

- State employees use the NavigatER Submitter/Approver functionality to enter, validate, print, submit, and approve reimbursable expenses. Expense Reports can be started, saved, re-opened and modified as many times as necessary before submitting. Once submitted, the Submitter may not modify an Expense Report unless an Approver has rejected it.
- Expense Reports for an employee without TRIPS access can be created and submitted by a “Proxy Submitter”.
- Submitted Expense Reports proceed through an Approval Hierarchy called an “Approval Chain”. Each Approval Chain consists of 2-5 Approvers who may electronically:
 - Approve the Expense Report as submitted,
 - Approve the Expense Report after making changes, or
 - Reject the Expense Report, returning it to the Submitter
- Expense Reports that are approved by the last Approver in the Approval Chain are automatically submitted to STARS (State of Tennessee Accounting and Reporting System) for payment. Expense Reports final-approved by 3:00 PM Central time on a business day are submitted to STARS that evening. Expense Reports final-approved after 3:00 PM on a business day are submitted the evening of the following business day
- Up-to-date status information is provided by automated E-Mail messages and an on-line Event Log (see the section on Status Reporting and Monitoring – page 55).



Instruction

A computer-based training (CBT) application is available through the TRIPS website. It is strongly recommended that each user complete this training tool before attempting to use TRIPS. Ongoing users may wish to refer to it as a refresher on specific areas. The following page displays the CBT menu.



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TRIPS Computer Based Training (CBT) Menu

Lesson	Title
1.....	Using Computer Based Training (CBT)
2.....	About the TRIPS NavigatER Application
3.....	Logging Into the TRIPS NavigatER Application
4.....	Your Personal Profile
4.1.....	Creating/Modifying Your Personal Picklist
4.2.....	Modifying/Viewing Your Personal Profile
4.3.....	Changing Your Password
5.....	Creating and Submitting an Expense Report
5.1.....	Creating an Expense Report
5.1.1.....	The Expense Report Window
5.1.2.....	Completing the ER Summary Tab
5.1.3.....	Claiming a Mileage Expense Using Point to Point
5.1.4.....	Using the Financial Code Builder Window
5.1.5.....	Splitting an Expense Item Between Multiple Financial Codes
5.1.5.1.....	Splitting an Expense Item
5.1.5.2.....	Unsplitting an Expense Item
5.1.5.3.....	Splitting an Expense Item Using a Personal Split Formula
5.2.....	Overnight Travel: Per Diem Expense Reports and Cash Advances
5.2.1.....	Creating a Trip
5.2.2.....	Claiming a Per Diem Lodging Expense
5.2.3.....	Claiming an M&IE Per Diem
5.2.4.....	Recording and Reconciling Outstanding Cash Advances
5.3.....	Using the Activity Summary
5.4.....	Submitting an Expense Report
5.4.1.....	Submitting an Expense Report
5.4.2.....	Submitting a Per Diem Expense Report Containing a Red Flag for Lodging Expense
5.5.....	Printing an Expense Report
6.....	Approving Expense Reports and Cash Advance Requests
6.1.....	Approving an Expense Report
6.2.....	Rejecting an Expense Report
6.3.....	Approving a Cash Advance Request
7.....	Exiting the TRIPS NavigatER Application
8.....	Accessing Online Help



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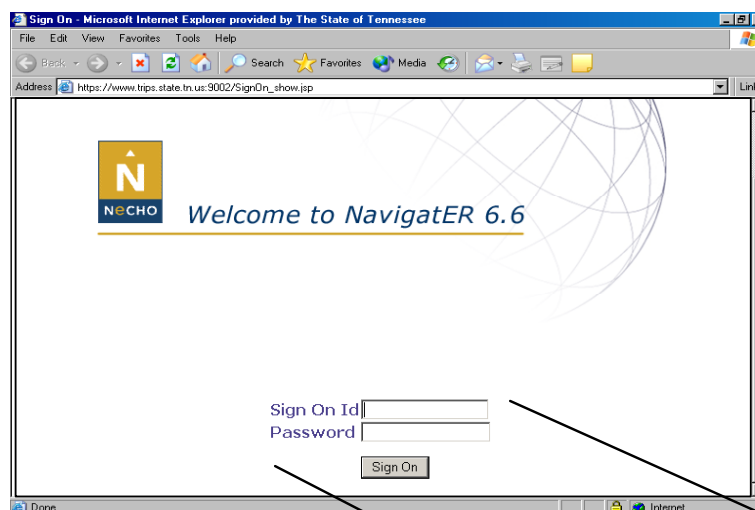
INSTALLATION

TRIPS requires that some files be installed on your computer. Therefore, you must have administrator privileges for your PC. If you are unaware of your privileges, you may proceed with these installation steps anyway and follow instructions if you are unable to install.

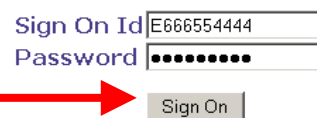
1. Open an Internet browser (Internet Explorer version 5.5 or later) and enter <http://www.trips.state.tn.us> in the address bar.



2. The Login window appear.



- Enter a valid **Sign On ID** (normally the letter “E” followed by your Social Security Number) and **Password**.
- Click **[Sign On]** (Contact your Agency Administrator if you cannot access the system)

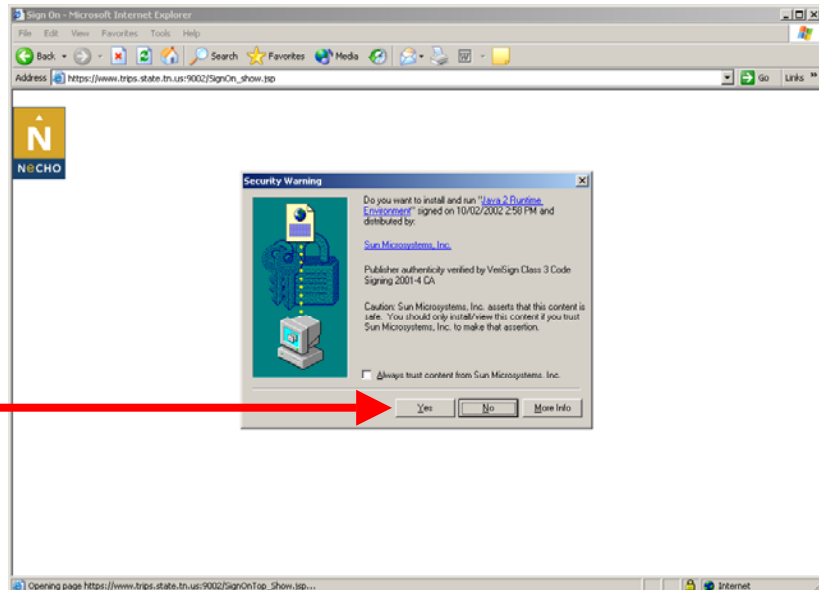




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- A message box will ask if you want to install and run **Java 2 Runtime Environment**.

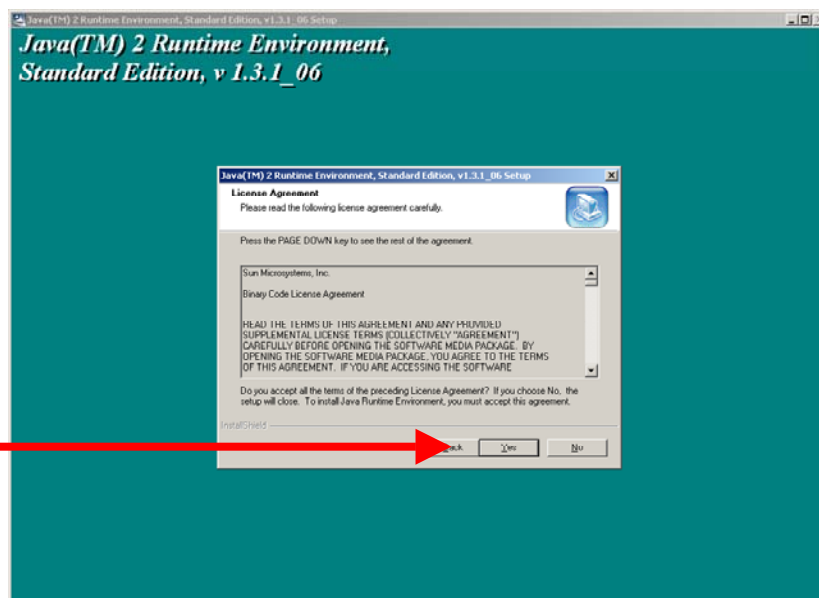
- Click **[Yes]**



NOTE: If you do not have administrator privileges to update your PC folders, you will not get the following screens to install Java™ 2 Runtime. The main application menu will open but you will not be able to enter the application. Contact your agency Information Systems Support and ask them to sign on to your PC as “administrator” and download the TRIPS application by accessing www.trips.state.tn.us

- Setup is started and the License Agreement appears

- Click **[Yes]** for the Java License Agreement

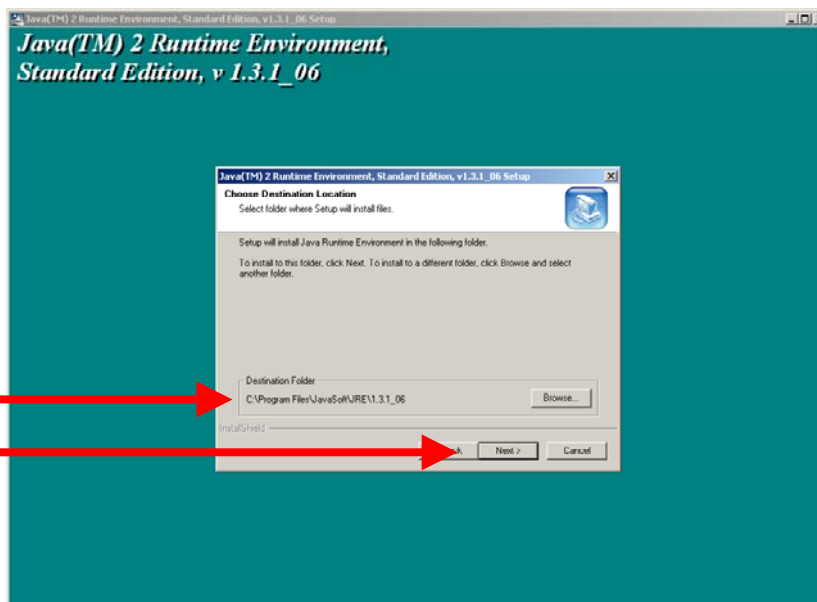




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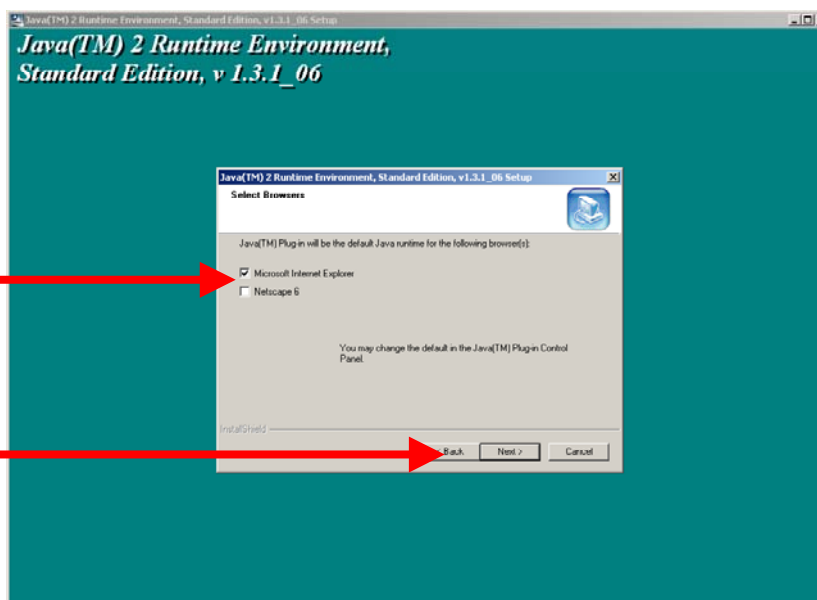
5. Choose the destination folder for the installation

- Accept the default folder
- Click the **[Next]** button



6. Choose the browser type

- Select Internet Explorer
- Click the **[Next]** button

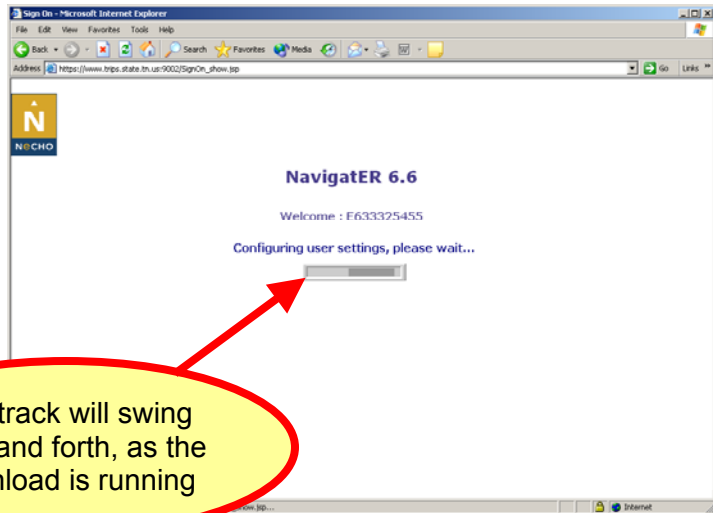




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7. Java loads and the application will start copying a number of “jar” files to your PC.

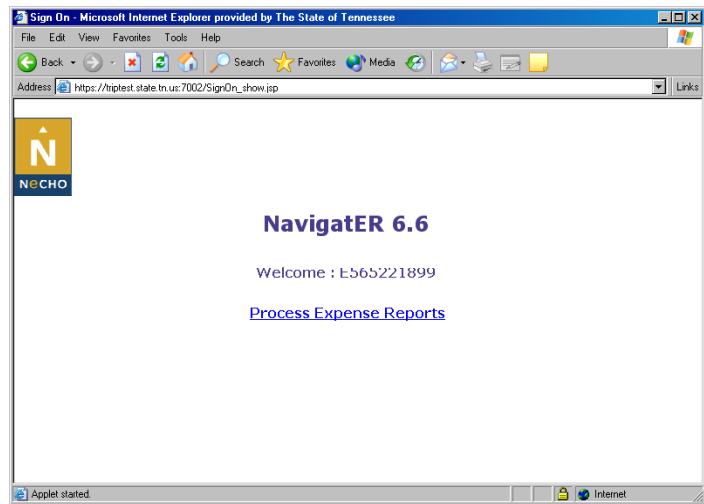
- This page appears as the files are downloaded
- The amount of time required to complete this step varies depending on line speed and traffic. It is not unusual to take 45 minutes if accessing via a dial-up connection.



8. After the “jar” files are installed, the main application menu will display.

See page 13 to continue working in TRIPS

If you do not have administrator privileges to update your PC program folder, you will not have installed Java or downloaded the “jar” files. You will not get past this screen to process Expense Reports.



9. If the application menu does not display, close the browser and repeat the process beginning with Step 1 on Page 8. If you continue to experience problems, contact your agency Information Systems Support for assistance.

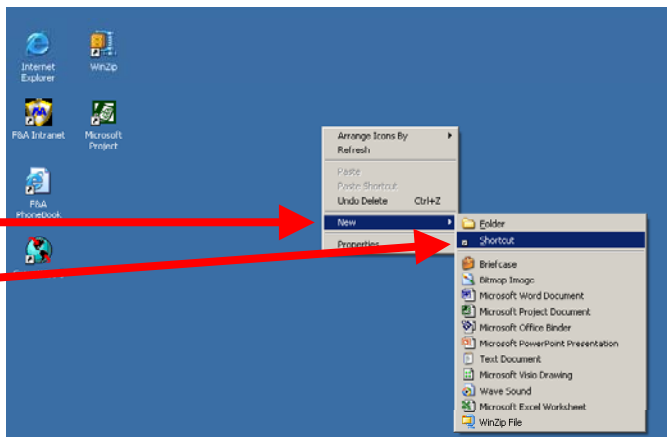


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Creating a TRIPS shortcut/ICON for your desktop

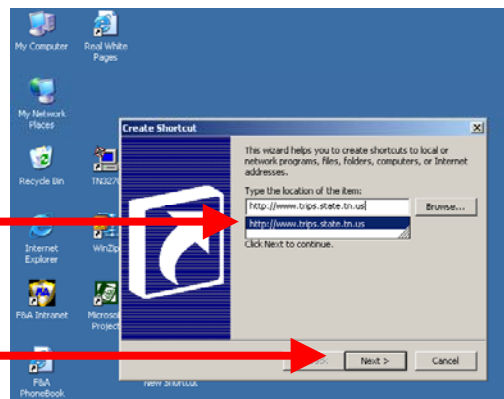
1. Right-click while pointing to your 'desktop'.

- Point to **New**
- Then click **Shortcut**



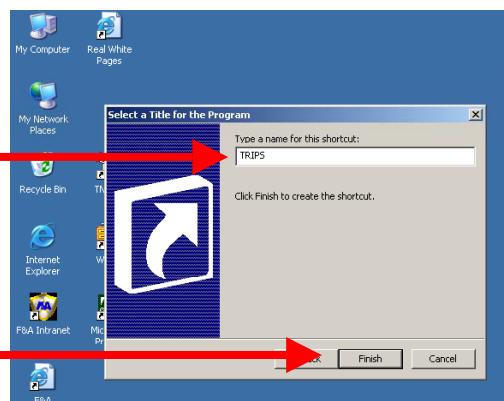
2. The **Create Shortcut** window appears

- In the box labeled “Type the location of the item:” enter “<http://www.trips.state.tn.us>”
- Click **[Next]**



3. The **Select a Title for the Program** window appears

- Enter a name for the shortcut/ICON (e.g., “TRIPS”)
- Click **[Finish]**



4. The new shortcut/ICON will appear on your Windows desktop



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REGULAR LOGIN

To access the TRIPS system perform the following:

- From your Internet browser, enter the address <http://www.trips.state.tn.us>.

- Enter a valid **Sign On ID** (normally the letter “E” followed by your Social Security Number) and **Password** and then click [Sign On].

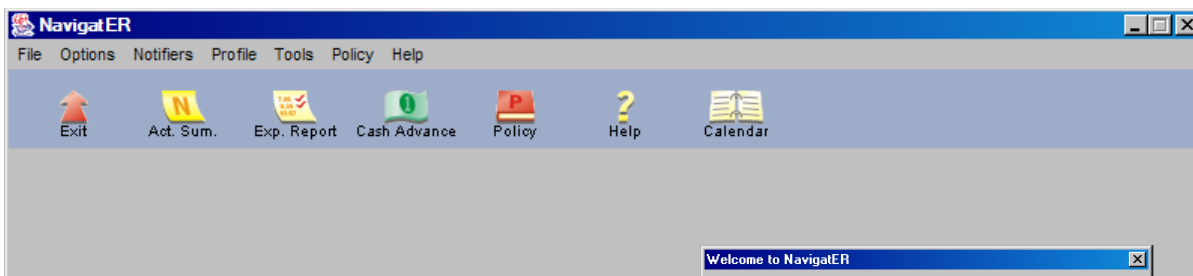
An Application menu screen will appear.

- Click on “[Process Expense Reports](#)”



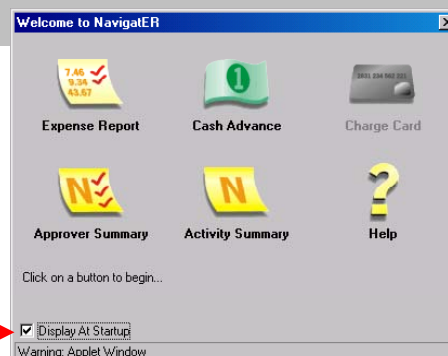
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- The Main NavigatER window will appear.



The **Welcome to NavigatER** window with large icons will also appear initially. These icons are duplicates of those on the Main window so the Welcome window serves no specific purpose.

If you wish to skip this window in the future, “uncheck” the **Display at Startup** box located in its lower left corner.



NavigatER Main Window

The TRIPS NavigatER Main window permits access to other windows via drop-down menus and GUI Icons.

NavigatER Menus



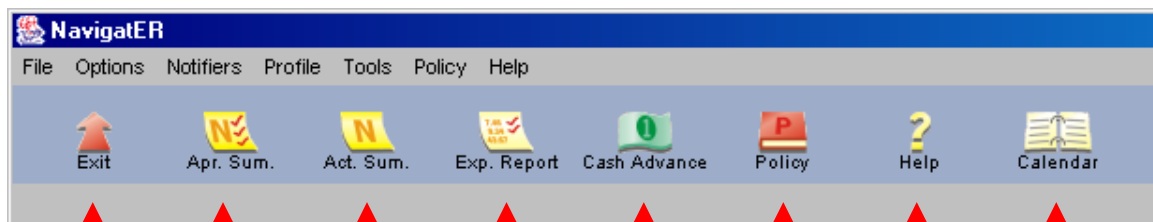
Menu	Selection	Function
File	Service Access	If configured, allows the User to prepare an Expense Report for another User
	Exit Service Access	Discontinues work on another User's Expense Report
	Exit	Exists NavigatER and closes browser window
Options	Expense Report	Opens a new Expense Report
	Cash Advance	Opens the Cash Advance window (to record a Temporary Travel Advance)
Notifiers	Approver Summary	(For Approvers only) Opens the Approver Summary window to access Expense Reports awaiting action or to view approved Expense Reports
	Activity Summary	Opens the Activity Summary window to access un-submitted Expense Reports or to view submitted, approved and paid Expense Reports



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Menu	Selection	Function
Profile	Change Password	Change the User's access password
	Personal Profile	View and change elements of the User's Personal Profile
	Charge Card Information	Not Used
	Banking Information	Not Used
	Approval Hierarchy	View and add-to the User's Default Approval Chains
	Personal Picklist	Build personal pick lists for the Expense Report fields Provider and Line Purpose
	Personal Split Formula	Build and maintain formulas for splitting expenses between two or more financial code combinations
Tools	Calendar	View the calendar
	Financial Code	View the Financial Code builder (will build and validate a financial code but will not save it)
	Check PD Rates	Not Used
Policy	View	Provides a link to the on-line version of the State Travel Policy
Help	Contents	Opens the NavigatER help menu
	About	Provides version information about NavigatER

NavigatER GUI Icons



- Exits this session and closes the Internet browser
- Opens the Approver Summary window (Approvers only)
- Opens the Activity Summary window
- Opens the Expense Report window
- Opens the Cash Advance window to record a Temporary Travel Advance
- Displays the State's Travel Policy
- Opens the Help Text
- Displays the calendar



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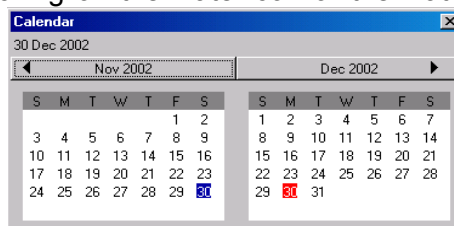
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NAVIGATIONAL/OPERATIONAL HINTS

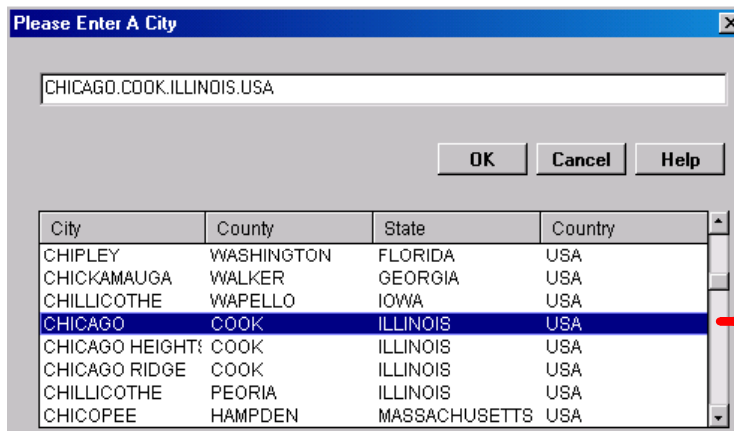
- **Date Display** - All dates are displayed as DD MMM YYYY (e.g., 30 Dec 2002)
- **Date Entry** - All dates should be entered by double-clicking on the Date Icon or the Date field itself to call the calendar window, then double-clicking on the desired day...

or

The date can be manually entered in the format MM/DD/YYYY (e.g., 12/30/2002)



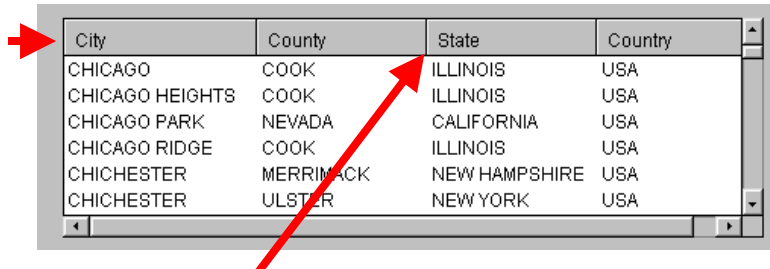
- **Drop-Down Picklists** - whenever a drop-down box appears for the user to select a value, always double-click the value to select and then click **[OK]** to accept the selection (If there is no **[OK]** button, move the cursor to a different field to accept the selection)



Double-click on
The desired row to
populate the **Entry Box**
and click the **[OK]** button

Remember - Double-click when you want to Pick

- **Sorting Lists** - Clicking on a column heading will re-sort a list in alphanumeric order by that column*



Columns can be resized by clicking on the column separator and dragging it right or left.

*** Notes on sorting:**

- Sorting is case-sensitive (Uppercase before lower case)
- Dates do not sort properly (sort is by day, regardless of month or year)



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- Location Names** – TRIPS stores the names of 35,000 locations, including Tennessee State Parks. If you enter a name and find no match, try a different spelling (e.g., spell La Vergne with a space between the 'La' and 'Vergne'). Use of hyphens is normal but there is no other punctuation (e.g., no periods). The following abbreviations are used:

<i>Examples</i>			
Word	TRIPS Abbreviation	Common Spelling	TRIPS Spelling
East	E	East Point	E Point
Fort	Ft	Fort Worth	Ft Worth
Mount or Mt.	Mt	Mt. Juliet	Mt Juliet
North	N	North Little Rock	N Little Rock
Saint or St.	St	St. Louis	St Louis
South	S	South Bend	S Bend
West	W	West Point	W Point

- Mandatory Fields** – Entries are required in all fields where the field name displays in **Blue** with an asterisk (*)

NavigatER - Expense Report (987654321):(ER00008) - Testman

ER Summary | ER Details | Trip Info

Expense Report # 8 Name Testman, Theodor

Position 317050152207759 Department 317

Purpose* TRIPS Training

- Financial Codes** - When entering Expense Report details, you must charge each item to one or more STARS accounting codes. TRIPS use a single Financial Code field that contains seven segments (separated by periods), representing specific STARS codes. The STARS codes, in segment order, are:

1 2 3 4 5 6 7
Department . Division . Cost Center . Fund . Grant+SubGrant . Agency Object . Location

TRIPS requires that you make an entry in each segment. If a code (e.g., Grant) does not apply to your expense, enter two dashes (--) in the appropriate segment. Financial Codes should be created by using the **Financial Code Builder** (see page 18). Once used, they will be stored in a personal **Pick List** from which they can be selected for future use.

Note: Each Agency should provide its employees with a list of the proper STARS codes to use under specified circumstances.

CAUTION: Cost Centers can be configured within STARS to automatically “look-up” and charge Grants, Projects, and/or Locations. Such automatic look-ups will **NOT** be shown in TRIPS (e.g., STARS Cost Center ABC123 automatically charges Grant G47. If you use Cost Center ABC123 in TRIPS, the Grant field will not automatically display Grant G47). The look-up will take place in STARS after the Expense Report is approved and batched for payment.



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Entering STARS codes on expense items:

Click on the Financial Code selection button
and
Select a code from the Pick List
or...
If the code is not on your Pick List, click
[Fin. Code] to call the Financial Code Builder

Financial Code Builder

Financial Code Builder will always use your home Department code.

To select other codes, place the cursor in the desired segment field and press **<Enter>**.

Financial Code Builder

DEPARTMENT: 317

DIVISION/MSA:

COST CENTER/EA:

FUND:

GRANT/ACTIVITY:

AGENCY OBJECT:

LOCATION:

Value: DIVISION/MSA Description

Apply Validate Messages Close Help

A list of valid codes will display.

Double-click on the desired code to populate the segment.

Financial Code Builder

DEPARTMENT: 317

DIVISION/MSA:

COST CENTER/EA:

FUND:

GRANT/ACTIVITY:

AGENCY OBJECT:

LOCATION:

Value: DIVISION/MSA Description

01	DIVISION OF ADMINISTRATION
02	DIVISION OF BUDGET
03	OFFICE OF INFORMATION RESOURCES
04	INSURANCE ADMINISTRATION
05	DIVISION OF ACCOUNTS
06	CRIMINAL JUSTICE PROGRAMS
07	RESOURCE DEVELOPMENT AND SUPPORT
10	CAPITAL PROJECTS AND REAL PROPERTY MANAG
11	COMMISSION ON NATIONAL AND COMMUNITY SER
30	MANAGEMENT INFORMATION SYSTEMS FUND

Apply Validate Messages Close Help



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Each segment must have an entry. If you do not wish to use a segment (i.e., you are not using a Grant, Agency Object, or Location code), select or enter two dashes (--) for the segment(s).

DEPARTMENT	DIVISION/MSA	COST CENTER/EA	FUND	GRANT/ACTIVITY
317	05	1001	12	--

AGENCY OBJECT	LOCATION
--	--

Value	LOCATION	Description
--	LOCATION CODE OPTIONAL	

When all segments are populated, click **[Validate]** to confirm that codes have been properly entered.

All current selections are validated.

Close Messages

Apply Validate Messages Close Help

Click **[Close Messages]** and **[Apply]** to complete the selection process.

The Financial Code will be stored in your Personal Picklist and will display on the Expense Report as follows:

317.05.4091.12.--.--

- **Viewing the Contents of a Small Field**

Often the contents of a field exceed the field's display width. To view the entire contents of a field on the ER Details window, place your cursor over the field.

1	16 Sep 2004	Parking	317.05.4824.	Location*	5.00
Expense	Provider	Line Purpose	Description		1 Days

Folio... Attendees... Split... M&IE Details... Non-Trip

USD GL Code Tax 1 Tax 2 V.A.T. Ex. Rate Foreign Amt Guideline

Out of Pocket 0390R 0.00 0.00 0.00 8.00

Print Add Row Delete Split Report Unsplit Report Save Submit Close Help

NASHVILLE, DAVIDSON, TENNESSEE, USA

☐ Display At Startup

The contents of the field will display in the information section at the bottom of the window.



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- **Save Your Work** – Like all computer applications, and especially since it is Internet-based, TRIPS is subject to system outages. Save your work frequently to avoid problems!

HELP

On-Line help is accessible from most windows by clicking a **[Help]** button.

Note: NavigatER is a generic application and includes many features not used by the State. One example is the option to create “Regular” or “Per Diem” Expense Reports. All State Expense Reports are “Per Diem” so the “Regular” option may be disregarded when viewing “Help”.

Problem Escalation Process

If you experience problems with TRIPS or have questions regarding its operation, please follow, in order, the steps listed below:

1. Review on-line help.
2. Review this *Submitter/Approver Quick Reference Guide* and/or review an applicable lesson on the Computer-Based-Training application (see page 7 for the CBT menu).
3. Review *Frequently Asked Questions* at the end of this guide or on the TRIPS website.
4. Contact your Agency Administrator or designated agency trainer/support person.
5. Agency Administrators/support will contact agency Information Systems support for hardware and communications issues.
6. Agency Administrators/support will contact a Statewide Administrator regarding TRIPS application issues and business rules.
7. Administrators will contact the F&A OIR Helpdesk to report technical problems that cannot be resolved. The Helpdesk will contact F&A OSTS Business Systems Support.
8. F&A OSTS Business Systems Support will report unresolved technical issues to the software vendor.



State of Tennessee – Department of Finance & Administration

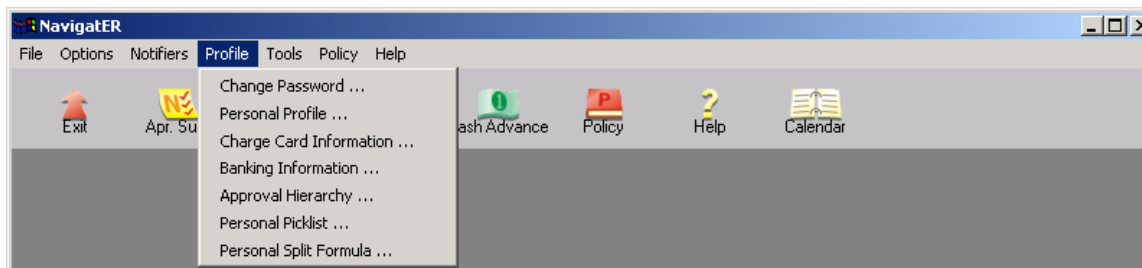
Travel Reimbursement Information Processing System (TRIPS)

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INITIAL USER SETUP

Change Password and Enter Personal Information

After receipt of your password from an Agency Administrator, you should immediately open TRIPS NavigatER, select the Profile menu,



and take the following steps:

- **Change the password to one of your own choosing** (8-30 alphanumeric characters, not case-sensitive)

Old password	<input type="text"/>	OK
New password	<input type="text"/>	Cancel
Confirm new password	<input type="text"/>	Help

- **Verify and add information in your Personal Profile (4 tabs)**

User Information Tab

User Information		Address & Phone		Defaults		PTP	
Employee ID	987654321	Login ID	E987654321	Guideline Level	General	Threshold Amount	Not Applicable
Last Name	Testman	Position	317050152207759	Company	State of Tennessee	Department	317
First Name	Theodore	A. Agency	31701	Division	05		
Middle Initial	T						
SSN/SIN	987654321						

Save Close Help

You cannot alter any fields on the User Information window. You should report incorrect information to your Agency Administrator.



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Address & Phone Tab

NavigatER - Personal Profile

User Information Address & Phone Defaults PTP

Show Address ☐ Office ☒ Home

Address 123 MAIN STREET Phone () - x

City NASHVILLE Postal / ZIP 37201

Province / State TN Country DAVIDSON

Save Close Help

TRIPS does not use data that is contained in this window – it is for information purposes only. A nightly interface from the SEIS Personnel database provides Home Address information. You should report any errors in this data to the Department of Personnel.

Note: Any changes you make to the Home Address fields are subject to being overwritten by the nightly SEIS interface.

Office address information may be entered at the discretion of each Agency.

Defaults Tab

NavigatER - Personal Profile

User Information Address & Phone Defaults PTP

Preferred Language English

Default Currency USD

Approval Chain 317.05 Statewide Accour

Financial Code FQ

Use Folio Wizard ☒

Show Welcome at Start ☒

Date Range Act. Sum. 90 Days

Apr. Sum. 90 Days

Email Address Theodore.Testman@state.tn.us

Email ID

PDA File Location

Send Stale File To Application Administrator

Service Access By

Mileage Total 0

Autosave Interval 2 in Minutes

Proxy Approver

Save Close Help

This window includes defaulted fields, fields set by the Agency Administrator, and fields that you may configure. Incorrect information in fields that you cannot alter should be reported to your Agency Administrator.

Continued ...



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Defaults Tab

System Defaulted Fields that cannot be altered by the User:

Field	Purpose
Preferred Language	TRIPS is configured in English only
Default Currency	State policy is to account for all expenses in US dollars
Email ID	Not Used
PDA File Location	Not Used
Send Stale File To	Administrators will reroute all stale files (Expense Reports that have not been acted upon by an Approver within a defined time period)
Mileage Total	The cumulative number of miles claimed for reimbursement

Fields Entered by the Administrator:

Field	Purpose
Approval Chain	In most instances, the Administrator will assign a default Approval Chain. All Expense Reports must pass through this Chain. If the field is blank, you can select an appropriate Approval Chain when submitting an Expense Report.
Email Address	The system will send event notifications to this address.

Fields Entered by the User (some may have default values that you can change):

Field	Purpose
Financial Code	A set of default STARS codes that will be used for expenses unless other codes are selected in the Expense Report. Clicking on the [FC] button will call the Financial Code Builder window to choose codes for this field (see page 18). Creating a default Financial Code will save data entry time if you regularly charge expenses to the same STARS codes.
Use Folio Wizard	The Folio feature is not currently used so this setting has no effect
Show Welcome at Start	Enables or disables the Welcome/menu screen when NavigatER loads
Date Range Activity Summary	The default number of days in the past to include files in the Activity Summary window
Date Range Approver Summary	(Approvers only) The default number of days in the past to include files in the Approver Summary window
Service Access By	The Login ID of a User who may enter (but not submit) Expense Reports on your behalf (see page 68)
Autosave Interval	The frequency with which NavigatER automatically saves working Expense Reports
Proxy Approver	(Approvers only) The name of an Approver who will temporarily perform all approval functions on your behalf. Designating an Approver here immediately directs all pending Expense Reports and E-mail traffic to that person until the name is removed.



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PTP Tab

The screenshot shows a window titled "NavigatER - Personal Profile" with four tabs: "User Information", "Address & Phone", "Defaults", and "PTP". The "PTP" tab is selected. It contains three fields: "ORG Vehicle" with an unchecked checkbox, "Default Origin" with a text box containing "NASHVILLE,DAVIDSON" and a dropdown arrow, and "Allotment Segment" with a text box containing "317.05" and a dropdown arrow. At the bottom are "Save", "Close", and "Help" buttons.

Only the Agency Administrator can alter these fields. Request that s/he make any needed corrections. The functions of this window's fields are:

Field	Value
ORG Vehicle	If "checked", indicates that you have been assigned a State car for travel purposes. Attempting to claim mileage reimbursement will result in a flag.
Default Origin	Your Official Station. This becomes the default origin when claiming point-to-point mileage reimbursement
Allotment Section	The Allotment Code that determines your applicable point-to-point mileage reimbursement policy (use of Vicinity miles and the recording of start/stop times). The default value is your assigned (SEIS) Allotment Code



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- **Create Personal Pick Lists (optional)**

Personal Pick Lists permits you to create a subset of larger lists to meet your particular needs. (Note: when you build Pick Lists, the master lists still remain available for your use)

You may create Pick Lists for:

- ➔ Providers (companies that provided the services or goods)
- ➔ Line Purposes (what was the cause/reason for the expense item)

NavigatER - Create Personal Pick List

Pick List Criteria Selection
Line Purpose

Corporate List

Description
Work Assignment
Audit
Conference
Promotion of State
Training Given
Training Received
Transport
Other

Add >>

<< Remove

Personal List

Description
Work Assignment
Conference
Training Given
Training Received

<<< << >> >>>

Save Close Help

Warning: Applet Window

Note: A Personal Pick List of (STARS) Financial Codes also exists. When a Financial Code is used for the first time during the preparation of an Expense Report, the Code is automatically added to your Pick List.

Pick List

Personal Financial Code:

317.05.1000.12 ---
317.05.1001.12 ---
317.05.4091.12 ---

Fin. Code Apply Cancel Delete Help



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- **Create Personal Split Formulas (optional)**

If you regularly split expense items (e.g., all expenses for visits to a field office) among two or more Financial Codes (e.g., Cost Centers), you may choose to pre-define a formula to simplify preparation of future Expense Reports.

Note: You cannot split the Financial Codes used for mileage reimbursement (however, an entire Expense Report that includes mileage reimbursement can be split).

Building a split formula:

1. **[Add]** a new **Formula Name**
2. **[Update]** the new name

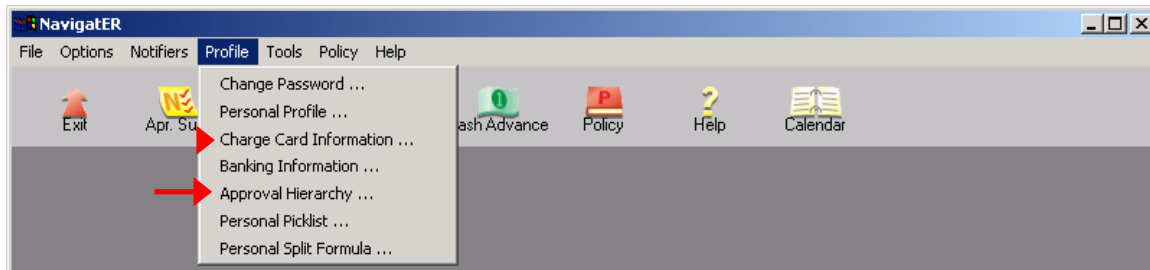
Percentage	Financial Code
50.00	317.05.4091.12
50.00	317.05.1001.12

3. **[Add]** a **Percentage** and build the associated **Financial Code**
4. **[Update]** the Formula Detail for each entry
5. **[Add]** additional **Percentage(s)** and build **Financial Code(s)**
6. **[Update]** the Formula Detail for each additional entry



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- **Other Profile Functions**

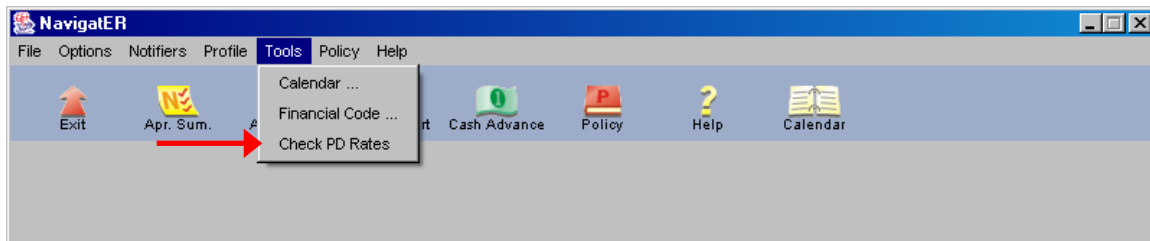


Approval Hierarchy – View your Approval Chain

Banking information – Not used

Charge Card Information – Not used

- **Tools Menu**



Check PD Rates – Not functional

Financial Code – View the Financial Code Builder (will NOT save a financial code combination to your personal pick list)

Calendar – View the perpetual calendar





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CREATING EXPENSE REPORTS

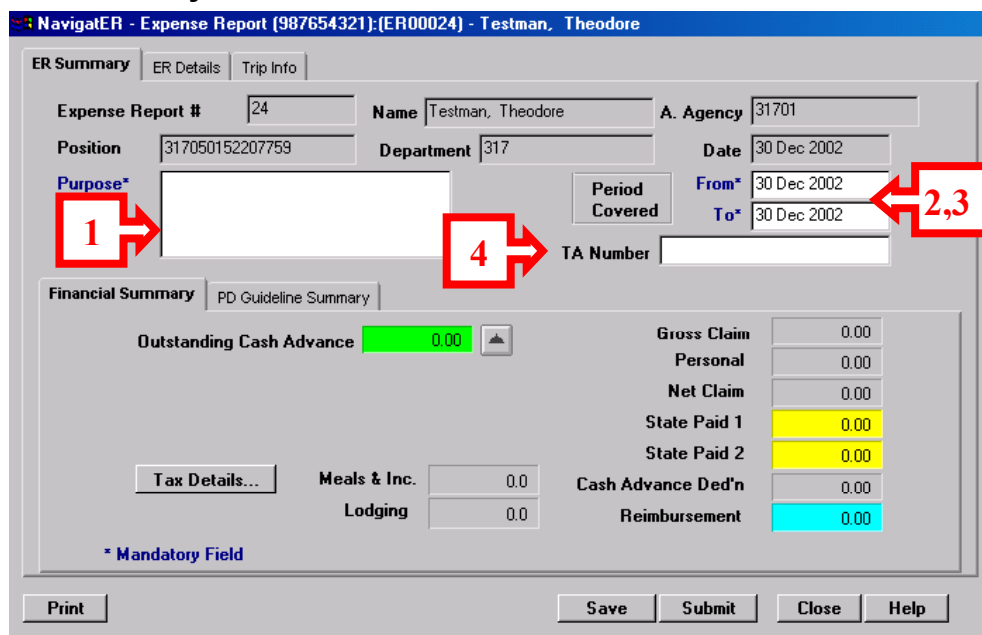
Open an Expense Report from the NavigatER Main window:

- Click on the Expense Report icon  to create a new report **or**
- Click on the Activity Summary icon  to retrieve an existing report (one that has been saved but is unsubmitted or one that has been rejected by an Approver – see page 55)

The Expense Report contains three primary windows, accessed by clicking on tabs:

- **ER Summary** Summary information for the Report
- **ER Details** Where expenses are recorded
- **Trip Info** Where trip information is entered **FOR OVERNIGHT TRAVEL ONLY** when Per Diem Lodging or Meals & Incidentals expenses are claimed

ER Summary Window



Required Input Fields:

- Purpose** – Enter the purpose of the Expense Report – each Agency may establish policies on what information should be included here
- From Date** – First day of the Expense Report
- To Date** – Last day of the Expense Report

Note: Both date fields will initially display the current date, and will automatically change to the earliest and latest dates used in the ER Details window. If your Agency policy is to submit Reports for defined periods (e.g., the 1st through the 15th of the month), enter the desired dates as the last step before submitting the Expense Report.

Optional Input Fields:

- TA Number** – Enter the Travel Authorization number, if applicable



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ER Summary Display Fields

NavigatER - Expense Report (987654321)-(ER00024) - Testman, Theodore

ER Summary	ER Details	Trip Info
Expense Report #	24	Name Testman, Theodore
Position	317050152207759	A. Agency 31701
	Department 317	Date 30 Dec 2002

Fi	Purpose
Expense Report #	System-generated sequential number
A. Agency	User's STARS Administering Agency
Position	User's <i>Department of Personnel</i> Position Number
Department	User's STARS Department number
Date	The date the Expense Report was begun

Financial Summary tab:

Financial Summary PD Guideline Summary

Outstanding Cash Advance	0.00	Gross Claim	0.00
		Personal	0.00
		Net Claim	0.00
		State Paid 1	0.00
		State Paid 2	0.00
Tax Details...	Meals & Inc. 0.0	Cash Advance Ded'n	0.00
	Lodging 0.0	Reimbursement	0.00

Field	Purpose
Outstanding Cash Advance	Amount of Temporary Travel Advance outstanding
	Opens the "Outstanding Cash Advances" window (see page 57 for Temporary Travel Advances)
[Tax Details]	Not Used
Meals & Inc.	Total of Per Diem Meals & Incidentals expense claimed
Lodging	Total of Per Diem Lodging expense (room rate portion only) claimed
Gross Claim	Total of all amounts on ER Details window
Personal	Total of amounts determined to be the employee's responsibility
Net Claim	Gross Claim expense minus Personal expense
State Paid 1 and 2	Expenses that have been recorded but were paid by the State and, therefore, are not reimbursable
Cash Advance Ded'n	Amount of Temporary Travel Advance to be deducted from this Expense Report
Reimbursement	Amount to be paid to employee



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PD Guideline Summary tab:

#	Date	Category	Items	Amount	Allowable	Offsets
1	Thu, 19-Sep-2002	Meals & Incidental	1	34.50	34.50	
2	Fri, 20-Sep-2002	Meals & Incidental	1	46.00	46.00	
3	Sat, 21-Sep-2002	Meals & Incidental	1	34.50	34.50	
4	Thu, 19-Sep-2002	Lodging - Room R	2	200.00	155.00	

Item 2 Exceed(s) guideline.

Reason...

This window provides information on Per Diem – related expenses:

Field	P
Date	Date of expense
Category	Type of expense
Items	The row number on the ER Details window
Amount	Amount of expense
Allowable	Allowable reimbursement amount according to State Policy
Offsets	Not used
[Reason]	Opens the Reasons window to explain an excessive Lodging expense

Reasons Window

When requesting reimbursement for a Lodging rate in excess of State policy, it is necessary to:

- Click the **PD Guideline Summary** tab
- Highlight the line showing the excess Lodging expense
- Click **[Reason]**
- Select a “Reason” from the Reasons window
- If the Reason is “Other”, enter an explanation in the Comments field
- Click **[OK]**

Reasons

Select a reason for exceeding PD Guidelines

- Conference Rate
- Pre Approved
- Other

Power went out at regular hotel. Had to get a room in a hotel that does not recognize State rates.

OK Cancel Help



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Operation Buttons

Print	View Receipts...	Save	Submit	Close	Help
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Button	Function
[Print]	Displays the Expense Report in a choice of four printable formats (see page 54)
[View Receipts]	Not Used
[Save]	Saves the Expense Report to protect against loss of data
[Submit]	Submits the Expense Report to the first Approver in the Approval Chain
[Close]	Closes the Expense Report without submitting. If the Report has been saved, it can be reopened at a later date to add or change entries
[Help]	Opens the Help window

After making required entries in the ER Summary window...

- If the Expense Report includes reimbursement for overnight travel, open the **Trip Info** window by clicking on its tab – see page 32
- If the Expense Report does NOT include reimbursement for overnight travel, ignore the Trip Info window and open the **ER Details** window – see page 33



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Trip Info Window

NAVIGATER - Expense Report (987654321):(ER00024) - Testman, Theodore

ER Summary ER Details **Trip Info**

Trip Details

Start Date: 06 Jan 2003
End Date: 10 Jan 2003

12 Hour Rule
☐ Less Than 12
☒ More Than 12

Trip Type
☐ In State
☒ Domestic
☐ International

Purpose*: TRIPS Training Conference
Person(s) Visited*: NA

New Trip Cancel Delete Save Help

Trip#	Start Date	End Date	Status
987654321:20021231A	06 Jan. 2003	10 Jan. 2003	Working
987654321:20021204A	05 Nov. 2002	07 Nov. 2002	Ended
987654321:20021125B	22 Oct. 2002	04 Nov. 2002	Ended
987654321:20021125A	01 Oct. 2002	04 Oct. 2002	Ended
987654321:20021028A	09 Sep. 2002	11 Sep. 2002	Ended

Use the Trip Info window **ONLY** to define overnight trips for the purpose of Per Diem Meals & Incidentals and Lodging expense reimbursement. All open and closed trips remain in this window for reference and to prevent duplicate reimbursement.

To define a trip, click the **[New Trip]** button...

Required Input Fields:

- **Start Date** – Enter the first day of the trip (date may not overlap other trips*)
- **End Date** – Enter the last day of the trip (date may not overlap other trips*)
 - * **Note:** If you were in continuous travel status where a trip began on the same day that a previous trip ended, see “Back to Back Trips” on page 52
- **Purpose** – Enter a phrase that will be used as the **Trip Name**. It is strongly recommended that you begin the “Purpose” with starting date of the trip to distinguish it from other trips (e.g., 4/5/04 Training in Nashville).
- **Persons Visited** – Refer to your Agency’s guidelines on the use of this field

Other Fields:

- **12 Hour Rule** – This should indicate **More than 12** for all trips.
- **Trip Type** – Click on the destination type (if more than one type applies, choose the one that applies for the majority of the trip):
 - **In State** – within Tennessee
 - **Domestic** – within the United States but outside of Tennessee
 - **International** – outside the United States

Save the trip by clicking the **[Save]** button. Once saved, a trip may not be modified. To make changes, delete the trip by clicking the **[Delete]** button and enter a new trip.

Note: A trip can be deleted only if no expenses are associated with it. If you have unsubmitted expenses associated with the trip on the ER Details window, delete them and **[Save]** the Expense Report before attempting to delete the trip.

When you have satisfactorily defined the trip, open the **ER Details** window by clicking on its tab.



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ER Details Window

NAVIGATER - Expense Report (987654321):(ER00024) - Testman, Theodore

ER Summary ER Details Trip Info

1	31 Dec 2002	Category*	FC*	Record the Location Here	0.00
	Expense	Provider	Line Purpose	Description	

Folio... Attendees... Split... M&IE Details... Non-Trip

NON-TRIP

USD		GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline
None			0.00	0.00	0.00			0.00

Print Add Row Delete Split Report Unsplit Report Save Submit Close Help

The ER Details window is where you document expenses. This window focuses on the Category of the expense, which sometimes leads to additional windows. It is extremely important that you accurately complete each required field to ensure proper reimbursement.

Expenses are documented by entering information in rows...

Expense Row Field Definitions:

	Date of Expense	Category of Expense	Financial Code	Location of Expense (city)	Amount of Expense
1	31 Dec 2002	Lodging - Room Rate	317.05.5678	ATLANTA	75.00
	Expense	Holiday Inn	Conference	Description	1 Nights
	ER Item Type	Provider	Purpose of Expense	Your Description or Explanation	Units of Expense

Expense Row Input Fields

- 1. Date** – Enter the date of the expense (for the first expense row, this defaults to the **From Date** on the ER Summary window. For subsequent rows, it defaults to the date on the preceding row. For the Per Diem Categories 'Meals & Incidentals' and 'Lodging - Room Rate', it will default to the first day of the associated trip). See Navigational Hints (page 16) for instructions on date entry.



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	Date of Expense	Category of Expense	Financial Code	Location of Expense (city)	Amount of Expense
1	31 Dec 2002	Lodging - Room Rate	317.05.5678	ATLANTA	75.00
	Expense	Holiday Inn	Conference	Description	1 Nights
	ER Item Type	Provider	Purpose of Expense	Your Description or Explanation	Units of Expense

- Category** – Carefully select a Category of expense from the drop-down list that appears when you click on this field. This determines which STARS Object Code is charged.
- FC** – Enter a Financial Code to which this expense is to be charged. Clicking on the button within the Financial Code field will call the Pick List window:

The screenshot shows the NavigatER Expense Report interface. The main window has tabs for ER Summary, ER Details, and Trip Info. The ER Details tab is active, showing a table with columns for Date, Category, Financial Code, Location, and Amount. A red arrow points to the Financial Code field, which contains the value 343.01.01.11. A second red arrow points to the 'Pick List' button next to the Financial Code field. A 'Pick List' window is open, displaying a list of Financial Codes under the heading 'Personal Financial Code:'. The list includes 343.01.01.11, 343.03.004.11, 343.04.51A.11.018999.03B.AR, and 343.08.03.11. A red arrow points to the 'Fin. Code' button at the bottom of the Pick List window. The main window also has buttons for Folio..., Attendees..., Split..., M&IE Details..., and Non Trip. At the bottom, there are buttons for Print, Add Row, Delete, Split Report, Unsplit Report, Save, Submit, Close, and Help. A checkbox for 'Display At Startup' is also visible.

Double-click on a Financial Code to select it.

If the desired code is not in the Pick List, open the Financial Code Builder by clicking on the **[Fin. Code]** button (See the Navigational Hints beginning on page 18 for instructions on how to use the Financial Code Builder).

Note: When you add a new row, NavigatER inserts the Financial Code from the previous row into this field. Remember to change it, if appropriate.

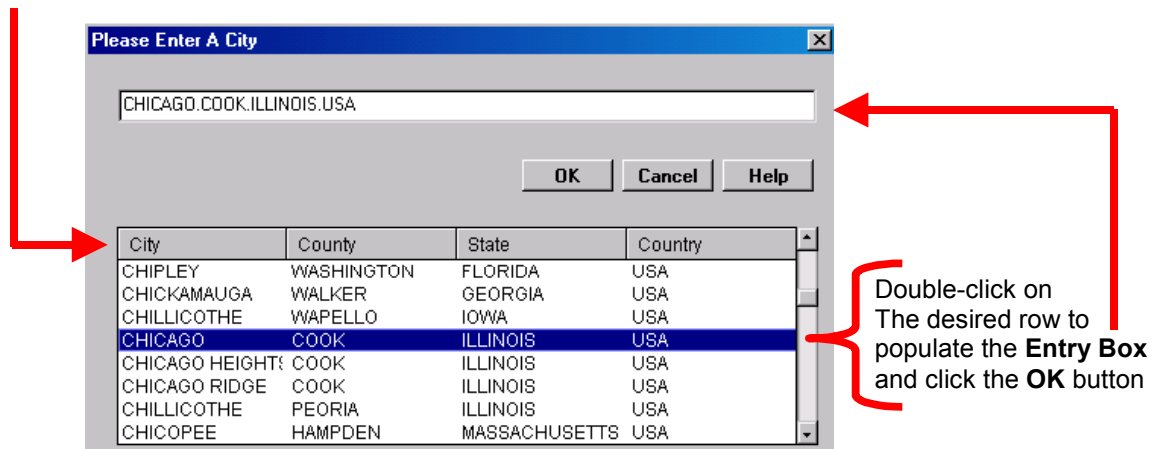


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	Date of Expense	Category of Expense	Financial Code	Location of Expense (city)	Amount of Expense
1	31 Dec 2002	Lodging - Room Rate	317.05.5678	ATLANTA	75.00
	Expense	Holiday Inn	Conference	Description	1 Nights

ER Item Type Provider Purpose of Expense Your Description or Explanation Units of Expense

4. **Location** – Enter the location (city) where the expense took place. By typing all or part of a Location name and pressing **<Enter>**, a list of all Locations matching your entry will display. To find your desired location, you may need to re-sort the list by clicking on the appropriate column heading. Double-click on the correct Location and click the **[OK]** button.



Note: When you add a new row, NavigatER inserts the Location from the previous row into this field. Remember to change it, if appropriate

5. **Amount** – Enter the amount of the expense in dollars and cents.
Note: If the Category is “**Mileage Reimbursement**” or “**Meals & Incidentals (Per Diem)**”, NavigatER will automatically insert an amount based on information you enter in either the **Point-to-Point** window or the **M&IE Details** window, respectively.

6. **ER Item Type** – NavigatER software includes five possible values for this field. The default

1	08 Jul 2003	Parking	343.01.01.11	ATLANTA	0.00
	Expense	Provider	Line Purpose	Description	1 Days
	Billable				
	Non-Billable				
	Personal				
	Expense				
	Unknown				

value is “**Expense**”, meaning the item is an expense to the State. Change this field **ONLY** if the expense is personal in nature (not an expense of the State), by selecting “**Personal**” from the drop-down box.



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	Date of Expense	Category of Expense	Financial Code	Location of Expense (city)	Amount of Expense
1	31 Dec 2002	Lodging - Room Rate	317.05.5678	ATLANTA	75.00
	Expense	Holiday Inn	Conference	Description	1 Nights

ER Item Type Provider Purpose of Expense Your Description or Explanation Units of Expense

7. Provider (use is optional, subject to Agency policy) – Providers (who you paid) may be recorded using one of three methods:

- Select a provider from your Personal Pick List,
- Select a provider from the complete Pick List, or
- Type the name of the Provider

8. Line Purpose - Select a reason for incurring the expense (e.g., normal work assignment, conference, etc.) by one of two methods:

- Select a Purpose from your Personal Pick List, or
- Select a Purpose from the complete Pick List

9. Description – Some Categories require that you enter a description in all cases while others only require a description under certain conditions. If a description is required, the field name will be blue in color and an asterisk will appear adjacent to it. Agency policy may determine that a description is appropriate even when not required by NavigatER.

10. Units – Certain Categories permit entry in multiple units (e.g., number of nights of Lodging, number of days of Car Rental) in order to simplify data entry. The Units field will only appear when one of these Categories is used. Enter the number of units to which the amount of the expense applies (the total miles of Mileage Reimbursement is entered automatically).



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11. Method of Payment –

This field is located near the bottom of the ER Details window.

Fields in the lower area link to whatever expense row is currently highlighted.

All expenses paid by you are “**Out of Pocket**”.

If you are merely recording an expense that is billed directly to the State (you are not to be reimbursed), change this field to “**State Billed**”

NavigatER - Expense Report (176718457) - JACKSON, ANDREW

ER Summary | **ER Details** | Trip Info

1	09 Jul 2003	Parking	343.01.01.11	KNOXVILLE	5.00
Expense	Provider	Line Purpose	Description		1 Days

Buttons: Add Row, Attendee, Split..., MSIE Details..., Non-Trip, NON-TRIP

USD	GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline
Out of Pocket	990R	0.00	0.00	0.00			8.00
Out of Pocket							
State Billed							

Buttons: Print, Add Row, Delete, Split Report, Unsplit Report, Save, Submit, Close, Help

☐ Display At Startup



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Operation Buttons

The screenshot shows the TRIPS interface with a top menu bar containing buttons: Folio..., Attendees..., Split..., M&IE Details..., Non-Trip, and PTP... A red arrow points to the 'Attendees...' button. Below the menu bar is a table with columns: USD, Receipt Required, GL Code, Tax 1, Tax 2, V.A.T., Ex. Rate, Foreign Amt, and Guideline. The first row shows 'Out of Pocket' with GL Code '0930R' and Tax values of 0.00. Below the table is a bottom toolbar with buttons: Print, Add Row, Delete, Split Report, Unsplit Report, Save, Submit, Close, and Help. A red arrow points to the 'Print' button.

Many operation buttons will display only when appropriate for the expense being recorded. The following describes the purpose of each button.

Bu	Function
[Folio]	Not Used
[Attendees]	Opens the Attendees window to record the names of individuals benefiting from specific expenditures (applies to certain Categories only)
[Split]	Opens the Split window to charge the expense item to more than one Financial Code. Note: The split function cannot be used with the Categories <i>Per Diem Meals & Incidentals</i> and <i>Mileage Reimbursement</i> .
[M&IE Details]	Opens the Meals & Incidentals window to record information related to Per Diem Meals & Incidentals reimbursement
[Non-Trip]	Removes the association of a trip from the highlighted expense row. See the Per Diem Reimbursement section (page 44) for instructions on associating trips to an expense
[PTP...]	Opens the Point to Point window when the Category is Mileage Reimbursement (see page 40).

The screenshot shows the bottom toolbar of the TRIPS interface with buttons: Print, Add Row, Delete, Split Report, Unsplit Report, Save, Submit, Close, and Help. A red arrow points to the 'Print' button.

Button	Function
[Print]	Opens the Print Choices window, permitting you to view and print your Expense Report in one of four formats (see page 54)
[Add Row]	Adds a new row to document another expense
[Delete]	Deletes the highlighted row
[Split Report]	Opens the Split Report window to enable you to split all expenses in your Expense Report by a single split formula
[Unsplit Report]	Undo the split performed in the Split Report window
[Save]	Saves your work
[Submit]	Submits the Expense Report to the first Approver in your Approval Chain
[Close]	Closes the Expense Report without submitting
[Help]	Opens the Help window



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Display Fields

These fields display information regarding the expense row that is currently highlighted (active) on the ER Detail screen. Five of the ten fields are not used by the State.

Currency ----- Disregard – Not applicable -----

Method of Payment	Currency	Receipt Required	GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline
Out of Pocket	USD		0930R	0.00	0.00	0.00			10.00

Displays if a receipt is required for the highlighted expense item

GL Code: First 3 characters = STARS Object Code

Maximum amount normally allowed for the expense

Currency All amounts are to be US Dollars (USD)

Method of Payment See page 37 for explanation

Receipt Required The expense must be documented by a receipt if so stated here.

GL Code The first 3 characters represent the STARS Object Code to be charged for the expense
Note: Only in-state Object Codes will display. When the Expense Report is batched to STARS, a program changes appropriate Object Codes to out-of-state if the Location of the expense is outside Tennessee.

Guideline An amount deemed reasonable for the expense, determined either by State Travel Policy or by the TRIPS Development Team. Amounts exceeding the guideline will “flag” for Approver review and will require that you enter an explanation in the **Description** field.
Note: The amount displayed in this field for the Category “Lodging-Room Rate” will be the lesser of the claimed amount or the amount allowed by State travel policy for the stated Location.

Special Display Area

Field Information Section Placing your cursor over a field will display its full contents in this section

317.05.4824 NASHVILLE 15.00

Print Add Row Delete Split Report Unsplit Report Save Submit Close Help

NASHVILLE.DAVIDSON.TENNESSEE.USA

☐ Display At Startup



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Mileage Reimbursement

When you select the Category “**Mileage Reimbursement**”, the **[PTP]** (Point-To-Point) button appears*...

The screenshot shows the 'NavigatER - Expense Report' window for user 'TESTMAN, THEODORE'. The 'Trip Info' tab is active, showing a trip on '28 Oct 2003' for 'Mileage Reimbursement'. The 'PTP...' button is highlighted at the bottom of the window.

... and the **Point To Point Window** displays:

The 'Point To Point' window is shown with a table for recording travel segments. The table has columns: No, Date, From, To, Miles, Vicinity, Description, MPH, VME. Below the table are input fields for From, To, Date, Time, Miles, Vicinity, Mileage Rate, Amount, Financial Code, and Description. There are also checkboxes for Guideline and ORG Vehicle, and fields for Total Amount and Total Miles.

***Note:** Clicking on the **[PTP]** button will display the Point-To-Point window at any time

Use the Point-to-Point window to record the “segments” of your travel.

A **mileage segment**:

- Begins at one Location and ends at a different Location, and may include Vicinity miles,
or
- Begins and ends at the same Location and consists solely of Vicinity miles

Unless otherwise specified by Agency policy, it is appropriate to record all mileage for an entire Expense Report period in a single Point-To-Point window



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1. Create a mileage segment – Click the [Add] button

The screenshot shows the 'Point To Point' window with a table at the top containing one row: '1 30 Dec 2002 NASHVILLE,DAVIDSON'. Below the table are input fields for 'From' (NASHVILLE,DAVIDSON,TENNESSEE), 'To' (empty), 'Date' (30 Dec 2002), and 'Time' (empty). There are 'Add', 'Update', and 'Delete' buttons. Below these are fields for 'Miles' (empty), 'Vicinity' (empty), 'Mileage Rate' (0.000), and 'Amount' (0.00). There is also a 'Financial Code' field with the value '317.05.4091.12' and a 'Description' field. At the bottom, there are fields for 'MPH' (65), 'Vicinity Allowance' (15), 'Total Amount' (0.00), and 'Total Miles' (0). There is also a 'Guideline' field and an 'ORG Vehicle' checkbox. A legend at the bottom left indicates '* Mandatory Field'. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom right.

Your Official Station will appear as the Origin if it has been designated in your Personal Profile

Your Default Financial Code will appear if you have entered it in your Personal Profile

Enter:

- 'From Destination' (origin location)
- Departure Date
- Departure Time in 24-hour (military) time (if required)
- 'To Destination' (destination location)
- Arrival Date
- Arrival Time in 24-hour (military) time (if required)
- Vicinity Miles (if any)
- Financial Code
- Description (if appropriate or specified by Agency policy)

The screenshot shows the 'Point To Point' window with a table at the top containing one row: '1 30 Dec 2002 NASHVILLE,DAVIDSON'. Below the table are input fields for 'From' (NASHVILLE,DAVIDSON,TENNESSEE), 'To' (JACKSON,MADISON,TENNESSEE), 'Date' (30 Dec 2002), and 'Time' (10:00). There are 'Add', 'Update', and 'Delete' buttons. Below these are fields for 'Miles' (5), 'Vicinity' (empty), 'Mileage Rate' (0.000), and 'Amount' (0.00). There is also a 'Financial Code' field with the value '317.05.4091.12' and a 'Description' field with the value 'Visit Regional Office'. At the bottom, there are fields for 'MPH' (65), 'Vicinity Allowance' (15), 'Total Amount' (0.00), and 'Total Miles' (0). There is also a 'Guideline' field and an 'ORG Vehicle' checkbox. A legend at the bottom left indicates '* Mandatory Field'. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom right.

...and click the [Update] button

Note: The STARS Object Code does not appear on this window. Mileage segments with destinations ('To Destination') in Tennessee will be charged to Object Code 030. Mileage segments with destinations outside Tennessee will be charged to Object Code 03A.

Continued...



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The segment information will display in the list area, along with the system-computed mileage from the origin to the destination

NavigatER will apply the authorized mileage rate to compute your mileage reimbursement.

No	Date	From	To	Miles	Vicinity	Description	MPH	VME
1	30 Dec 2002	NASHVILLE,DAVIDSON,TENNESSEE	JACKSON,MADISON,TENNESSEE	123	5	Visit Regional Office		

Destination *		Date *	Time *	Add
From	NASHVILLE,DAVIDSON,TENNESSEE	Mon	30 Dec 2002 08:00	
To	JACKSON,MADISON,TENNESSEE	Mon	30 Dec 2002 10:00	Update
Miles	Vicinity	Mileage Rate	Amount	Delete
		0.320	40.96	
Financial Code *		Description		
317.05.4091.12----		Visit Regional Office		

2. Create additional mileage segments (as needed) – Click the **[Add]** button and repeat the previous steps

Note that...

- The default Origin is the previous segment's Destination
- The default Departure Date is the previous segment's Arrival Date
- The default Financial Code is the previous segment's Financial Code

WARNING:

- Remember to change the Financial Code if this segment requires a different Code than the previous segment
- Remember to click **[Update]** after completing the segment

No	Date	From	To	Miles	Vicinity	Description	MPH	VME
1	30 Dec 2002	NASHVILLE,DAVIDSON,TENNESSEE	JACKSON,MADISON,TENNESSEE	123	5	Visit Regional Office		
2	30 Dec 2002	JACKSON,MADISON,TENNESSEE						

Destination *		Date *	Time *	Add
From	JACKSON,MADISON,TENNESSEE	Mon	30 Dec 2002	
To				Update
Miles	Vicinity	Mileage Rate	Amount	Delete
		0.000	0.00	
Financial Code *		Description		
317.05.4091.12----				

MPH	Vicinity Allowance	Total Amount
Guideline 65	15	40.96
ORG Vehicle <input type="checkbox"/>		Total Miles 128

* Mandatory Field

OK Cancel Help

When you have finished entering mileage segments, click the **[OK]** button.

Continued...



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You will return to the **ER Details** window where the total amount and total miles will display.

NavigatER - Expense Report (555121212):(ER00002) - TESTMAN, THEODORE					
ER Summary		ER Details		Trip Info	
28 Oct 2003	Mileage Reimbursement	See PTP	Jackson Heights	18.88	
Expense	Provider	Line Purpose	Description	59 Miles	

Note: the **Date** field remains as it was before you completed the PTP window, while the **Financial Code** field refers you to the PTP window for details.

The **Location** field should display the destination on your first segment.

Special Point-To-Point Issues

- Always **[Update]** a segment after data entry (including changes) or your work will be lost.
- **Save your work**– The Point-To-Point window does not include a “Save” button. You should regularly return to the **ER Details** window (by clicking **[OK]** in the PTP window) in order to save your work. You may then return to the Point-To-Point window by clicking the **[PTP]** button.
- **Time** – You must enter time in 4-digit, 24-hour (military) format (e.g., 3:15 pm = 15:15). Enter the time without the colon (e.g., for 8:00 am, enter “0800”).
- **Flags** - If your Agency requires that you record Departure and Arrival times, TRIPS will compute the elapsed time for each segment and compare it to the total miles claimed (including Vicinity) to compute an average speed. If that speed exceeds a defined **MPH** Guideline (which is specified in the window), that segment will be flagged. This is a warning only and is intended to help avoid data-entry errors. If there is no error, explain the circumstances in the “Description” field.

No	Date	From	To	Miles	Vicinity	Description	MPH	VME
1	30 Dec 2002	NASHVILLE,DAVIDS	JACKSON,MADISON	123	16	Visit Regional Office	✓	✓

A similar flag will display under the **VME** column if the segment’s Vicinity miles exceed your Agency’s Guideline.

Flags appearing in the Point-To-Point window will also display in the associated ER Details row:

NavigatER - Expense Report (987654321):(ER00024) - Testman, Theodore					
ER Summary		ER Details		Trip Info	
1	30 Dec 2002	Mileage Reimbursement	See PTP	JACKSON	46.08
Expense	Provider	Line Purpose	Description	128 Miles	✓

A flag will also appear adjacent to this row if you claim mileage reimbursement and your Personal Profile indicates that you have been assigned a State vehicle (**Org Vehicle**) for travel use.



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- **Time Zones** – If you enter segments using local time and travel westbound across a time zone, you may experience one of two problems:
 - (1) If your travel time was less than an hour, TRIPS will reject the entry because your arrival time will precede your departure time;
 - (2) If travel time exceeds an hour, TRIPS may flag the mileage segment for excessive speed. If this happens, merely explain the circumstances in the Description field.If this is an ongoing problem, your Agency may establish a policy requiring that you enter all times based on a single time zone, such as the time at your Official Station.
- **Mileage Deviations** – TRIPS uses an external source to compute mileages between points. This source computes the mileage based on the fastest route, not necessarily the shortest route. If you feel a mileage is incorrect, contact your Agency Administrator with your concern. If s/he agrees, the Statewide Administrator will be asked to research and possibly change the mileage. In the meantime, you may be instructed to adjust your mileage by adding or subtracting Vicinity miles (subtract miles by entering a negative number, e.g., “-5”).
- **Actual Mileage Different than Pont-To-Point Mileage** – State Policy defines circumstances where reimbursable mileage may differ from “official” mileage (e.g., departing from home where the distance traveled is less than if departure had been from your Official Station). If the mileage computed by TRIPS differs from the mileage authorized under State policy, use Vicinity miles (plus or minus) to adjust the segment, and explain the reason in the “Description” field.

Example: Your Official Station is Nashville and you live 10 miles southeast of downtown Nashville and 25 miles northwest of Murfreesboro. You leave from home to travel to Manchester.

 - ➔ Alternative 1: Enter Nashville as the Origin and Manchester as the Destination. Enter negative 10 Vicinity miles to subtract the distance you did not travel.
 - ➔ Alternative 2: Create a segment using Murfreesboro as the Origin and Destination, and enter 25 Vicinity miles. Enter a description explaining that this is the distance from your home to Murfreesboro. Create a second segment with Murfreesboro as the Origin and Manchester as the Destination.
- **Splitting Financial Codes** – There is no provision for charging a mileage segment to more than one financial code (splitting). If a mileage segment must be charged to more than one code, it will be necessary to subdivide the segment into multiple segments and apply separate codes to each.
- **Changing the Location on the ER Details window** – You can change the **Location** on the ER Details row for Mileage Reimbursement. However, if you reopen the PTP window, your entry will be overwritten by the default (the first PTP destination).



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Per Diem Reimbursement

When you select the Category “**Meals & Incidentals (Per Diem)**”, you will be required to associate a trip from the **Trip Info** window.

The screenshot shows the 'ER Details' tab in the 'Trip Info' section. A red arrow points to the 'Meals & Incidentals (Per Diem)' category. A message box is displayed with the text: 'A trip must be created before you can claim Meals and Incidentals Per Diems.' The message box has a red stop sign icon and an 'OK' button.

To associate a trip, click on the **Trip Info** tab...

The screenshot shows the 'Trip Info' tab. It contains fields for 'Start Date' (23 Dec 2002), 'End Date' (27 Dec 2002), 'Purpose' (TRIPS Training Conference), and 'Person(s) Visited' (NA). There are radio buttons for '12 Hour Rule' (Less Than 12, More Than 12) and 'Trip Type' (In State, Domestic, International). Below these are buttons for 'New Trip', 'Cancel', 'Delete', 'Save', and 'Help'. At the bottom is a table of trips:

Trip#	Start Date	End Date	Status
555121212:20040810F	25 Jan. 2004	25 Jan. 2004	Ended
555121212:20040810A	11 Jan. 2004	12 Jan. 2004	Ended
555121212:20031028A	23 Dec. 2002	27 Dec. 2002	Working
555121212:20031023A	01 Sep. 2003	05 Sep. 2003	Ended

...and click on the appropriate trip to change its **Status** to “Working”(see page 32 for an explanation of how to define a trip)

Note: Ensure that you click on the “Working” trip. Even though the status says “Working”, the trip will not associate with the expense on the ER Details window until you actually click on it.



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Return to the **ER Details** window by clicking on its tab.

NavigatER - Expense Report (987654321)-(ER00025) - Testman, Theodore

ER Summary **ER Details** Trip Info

1	23 Dec 2002	Meals & Incidentals (PerDiem)	See Details	Record the Location Here	0.00
Expense	Provider	Line Purpose	See Details		

The Trip is now associated with the ER Details row

and the **Meals & Incidentals Details** window displays:

NavigatER - Expense Report (555121212)-(ER00002) - TESTMAN, THEODORE

ER Summary **ER Details** Trip Info

1	30 Dec 2002	Meals & Incidentals (Per Diem)	Fin. Code*	See Details	0.00
Expense	Provider	Line Purpose	See Details		

Meals & Incidentals Details

Meals & Incidental Expenses for Trip # 555121212:2003102E

Start* 23 Dec 2002 ☒ First Day End* 27 Dec 2002 ☒ Last Day

Sub Item Details

#	Date	Location	Amount (USD)	Type
001	23 Dec. 2002		0.00	Expense
002	24 Dec. 2002		0.00	Expense
003	25 Dec. 2002		0.00	Expense
004	26 Dec. 2002		0.00	Expense
005	27 Dec. 2002		0.00	Expense

Expense Type Expense Amount 0.00 Guideline 0.00

Location FC. Code

Description

Reduce... Split... OK Cancel Help

TRIPS Training Conference

Foreign Amt Guideline See Details

Continued...



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The Meals & Incidentals Window will display a row for each day of your trip:

Meals & Incidentals Details

Meals & Incidental Expenses for Trip # 987654321:20030106A

Start* 23 Dec 2002 ☒ First Day End* 27 Dec 2002 ☒ Last Day

Sub Item Details

#	Date	Location	Amount (USD)	Type
001	23 Dec. 2002	ATLANTA	31.50	Expense
002	24 Dec. 2002	ATLANTA	42.00	Expense
003	25 Dec. 2002	ATLANTA	42.00	Expense
004	26 Dec. 2002	ATLANTA	42.00	Expense
005	27 Dec. 2002	ATLANTA	31.50	Expense

Expense Type Expense Amount 31.50 Guideline 31.50

Location ATLANTA FC. Code 317.05.4091.12... Description

Reduce... Split... OK Cancel Help

- For each day (as highlighted in the Sub Item Details box), enter the
 - Location
 - and
 - Financial Code

- NavigatER allows you to apply a single Location and Financial Code for all days, via a prompt
- You may enter a Description for each day, if appropriate

Click the **[OK]** button - the Per Diem Meals & Incidentals allowance for each day will display.

You will then return to the **ER Details** window where NavigatER has

- Changed the row date to the first day of your trip
- Applied the Location from the first day of your trip
- Applied the total amount to be reimbursed

NavigatER - Expense Report (987654321):[ER00025] - Testman, Theodore

ER Summary ER Details Trip Info

1	27 Dec 2002	Meals & Incidentals (PerDiem)	See Details	ATLANTA	189.00
	Expense	Provider	Line Purpose	See Details	

The **Financial Code** field displays "See Details" (i.e., see the Meals & Incidentals Details window) since there can be different codes for each day of the trip.



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Special Meals & Incidentals Issues

- **Multiple Financial Codes** - If more than one Financial Code applies to a single day,

highlight the day →

Meals & Incidentals Details

Meals & Incidental Expenses for Trip # 987654321-20030106A

Start* 23 Dec 2002 ☒ First Day End* 27 Dec 2002 ☒ Last Day

Sub Item Details

#	Date	Location	Amount (USD)	Type
001	23 Dec. 2002	ATLANTA	31.50	Expense
002	24 Dec. 2002	ATLANTA	42.00	Expense
003	25 Dec. 2002	ATLANTA	42.00	Expense
004	26 Dec. 2002	ATLANTA	42.00	Expense
005	27 Dec. 2002	ATLANTA	31.50	Expense

Expense Type Expense Amount 42.00 Guideline 42.00

Location ATLANTA FC. Code 317.05.4091.12-...

Description

Reduce... Split... OK Cancel Help

and click the **[Split...]** button.

- The **Split Window** will open, enabling you to divide the expense by percentages or fixed amounts.

The window will open with the 100% of the expense charged to the original Financial Code.

- Change either the **Percentage** field or the **Split Amount** field and, as required, the **Financial Code** field.
- Click **[Update]**.
- Click **[Add]** to display a new row with the remaining balance.
- Repeat a. through c. until the **Unreconciled Total** is zero.

NavigatER - Split Window

Category Meals & Incidentals (PerDien) Date 25 Dec. 2002 Amount 42.00 (USD)

Description

Split Formula...

Financial Code	Description	Percentage	Amount (USD)	Flag
		100.00	42.00	

Unreconciled Total 0.00 0.00

Financial Code* 317.05.4091.12-...

Description

Percentage* 100.00 Split Amount* 42.00 (USD)

ER Item Type Expense

Add Update Delete OK Cancel Unsplit Help



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- **State-Sponsored Conference Meals** – If you are not entitled to full meal reimbursement under State Travel Policy, click on (highlight) the day involved...

Meals & Incidentals Details

Meals & Incidentals Expenses for Trip # 987654321:20030106A

Start* 23 Dec 2002 First Day End* 27 Dec 2002 Last Day

Sub Item Details

#	Date	Location	Amount (USD)	Type
001	23 Dec. 2002	ATLANTA	31.50	Expense
002	24 Dec. 2002	ATLANTA	42.00	Expense
003	25 Dec. 2002	ATLANTA	42.00	Expense
004	26 Dec. 2002	ATLANTA	42.00	Expense
005	27 Dec. 2002	ATLANTA	42.00	Expense

Expense Type Expense Location ATLANTA Description

Reduce... Split...

Warning: Applet Window

Reduce Per Diem

Reduce Meals & Incidentals Rates at

Location ATLANTA

for Date 25 Dec 2002

Check Items to reduce

☐ Breakfast ☒ Lunch ☐ Dinner

OK Cancel Help

Warning: Applet Window

...and click the **[Reduce...]** button.

The **Reduce Per Diem** window will open.

“Check” the box next to each meal for which you are not entitled to reimbursement. NavigatER will reduce your Meals & Incidentals reimbursement by the amount specified by State Travel Policy.



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Lodging Reimbursement

To request reimbursement for lodging expense, split the cost into two Categories (rows):

1. **Lodging - Room Rate** (basic room charge only)
2. **Lodging - Taxes and Surcharges** (e.g., sales tax, bed tax, energy fee)

Multiple nights' stays:

- If you spend more than one night in one location, you may claim the total Room Rate expense for all nights on one row and specify the number of nights using the **Units** field. Likewise, claim the total for Taxes and Surcharges on a single row and specify the number of nights.
 - If your lodging is in two or more cities, create separate rows for each.
- Associate the Lodging – Room Rate expense with a trip:

NavigatER - Expense Report (987654321):(ER00025) - Testman, Theodore

ER Summary | **ER Details** | Trip Info

	Date	Expense	Provider	Line Purpose	Description	Amount
1	27 Dec 2002	Meals & Incidentals (PerDiem)		See Details	ATLANTA	189.00
2	27 Dec 2002	Lodging - Room Rate		317.05.4091.	ATLANTA	105.00
		Expense	Provider	Line Purpose	Description	1 Nights
3	27 Dec 2002	Lodging - Taxes & Surcharges		317.05.4091.	ATLANTA	12.75
		Expense	Provider	Line Purpose	Description	1 Nights

Folio... Attendees... Split... M&IE Details... Non-Trip

TRIPS Training Conference

USD	Receipt Required	GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline
Out of Pocket		0320R	0.00	0.00	0.00			105.00

As in the case of Meals & Incidentals, you must associate the Lodging Room Rate expense with a trip...

With the row for Lodging - Room Rate expense highlighted, click on the **Trip Info** tab, click on the appropriate trip, and return to the **ER Details** window.

Note: TRIPS will change the expense date to the first day of your trip. You may wish to change that date to document the expense more accurately.

NavigatER will edit your claimed Lodging Rate against the nightly rate authorized for "General" travelers under State Travel Policy (GSA rates for non-Tennessee CONUS locations). If the rate you are claiming exceeds the authorized rate, you will be required to do two things:

1. Enter an explanation in the **Description** field
 2. Select a "Reason" from the **ER Summary** window **PD Guideline Summary** tab
- To enter a "Reason" for exceeding the Lodging Room Rate guideline...



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Click on the **ER Summary** window tab, and then click on the **PD Guideline Summary** tab

#	Date	Category	Items	Amount	Allowable	Offsets
1	Mon, 23-Dec-2002	Meals & Incidental	1	31.50	31.50	
2	Tue, 24-Dec-2002	Meals & Incidental	1	42.00	42.00	
3	Wed, 25-Dec-2002	Meals & Incidental	1	42.00	42.00	
4	Thu, 26-Dec-2002	Meals & Incidental	1	42.00	42.00	
5	Fri, 27-Dec-2002	Meals & Incidental	1	31.50	31.50	
6	Fri, 27-Dec-2002	Lodging - Room R 2		175.00	112.00	

Item 2 Exceed(s) guideline.

Reason...

Highlight the row for "Lodging." An error message will display. Click the **[Reason]** button

The **Reasons** window will display...

Select a "Reason" for exceeding the allowed rate.

Select a reason for exceeding PD Guidelines

Conference Rate
Pre Approved
Other

Power went out at regular hotel. Had to get a room in a hotel that does not recognize State rates.

OK Cancel Help

If the Reason is "Other", enter an explanation in the Comments field

- Click **[OK]**
- Click on the **Financial Summary** tab of the **ER Summary** window to redisplay amounts
- Click on the **ER Details** tab to return to that window if you need to record additional expenses



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Special Circumstances: Back to Back Trips

This condition occurs when an employee combines two authorized trips away from his/her Official Station, or when an employee returns to her/his Official Station for a stay of less than one day before embarking on another trip. Under both conditions, an employee is considered to be in continuous travel status for purposes of Per Diem M&I reimbursement.

The NavigatER Trip Info window does not permit the creation of a trip detail record that begins on the same date that a prior trip ended. Therefore, the recommended procedure is to consolidate the two trips into a single trip detail record in the Trip Info window, where the Start Date is the first day of the first trip and the End Date is the last day of the second trip.

If this procedure is not acceptable because of procedural or reporting issues, the following alternate procedure must be followed in order to fully reimburse the employee for Meals and Incidentals:

1. Create the first trip detail record in the Trip Info window
2. In the ER Details window, add an expense item for “Meals & Incidentals – Per Diem” associated with the first trip. TRIPS will automatically compute a reimbursement amount that includes only 75% of the last day’s rate
3. Add another expense item using
 - The **Date** that the first trip ended
 - The **Category** “Meals (Actuals – Daily)”
 - The same **Location** as that of the last day of the trip
 - A reimbursement **Amount** equal to the amount “shorted” in step 2, above (this will be equal to 25% of the daily M&I rate for the location of the expense)
 - A **Description** stating that the expense was due to a shortfall in M&I reimbursement
4. Create the second trip detail record in the Trip Info window
5. In the ER Details window, add an expense item for “Meals & Incidentals – Per Diem” associated with the second trip. TRIPS will automatically compute a reimbursement amount that includes only 75% of the first day’s rate.
6. Add another expense item using
 - The **Date** that the second trip began
 - The **Category** “Meals (Actuals – Daily)”
 - The same **Location** as that of the first day of the trip
 - A reimbursement **Amount** equal to the amount “shorted” in step 5, above (this will be equal to 25% of the daily M&I rate for the location of the expense)
 - A **Description** stating that the expense was due to a shortfall in M&I reimbursement

Note: Use of the category “Meals (Actuals – Daily)” will call for receipts to be included with the Expense Report. Since no receipts are required for M&I reimbursement, no documentation will be required if the **Descriptions** of the expenses created in numbers 3 and 6, above, are sufficiently explanatory.



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Submitting Expense Reports for Payment

When you have completed entry of expense items on the **ER Details** window, return to the **ER Summary** window

NavigatER - Expense Report (987654321) - Testman, Theodore

ER Summary | ER Details | Trip Info

Expense Report # 22 Name Testman, Theodore A. Agency 31701
Position 317050152207759 Department 317 Date 04 Dec 2002
Purpose* TRIPS Training Conference Period Covered From* 05 Nov 2002 To* 04 Dec 2002
TA Number 132131

Financial Summary | PD Guideline Summary

Outstanding Cash Advance 195.00

Gross Claim 379.64
Personal 0.00
Net Claim 379.64
State Paid 1 0.00
State Paid 2 0.00
Cash Advance Ded'n 0.00
Reimbursement 379.64

Tax Details... Meals & Inc. 85.00
Lodging 125.00

* Mandatory Field

Print Save Submit Close Help

- You may find that the **From** date and/or **To** date have changed (this is caused by dates on the ER Details window). If so, re-enter the desired dates.
- If you have a Temporary Travel Advance amount showing in the **Outstanding Cash Advance** field, click on the adjacent icon to reduce your reimbursement by the amount of the Advance. (For more information, see Temporary Travel Advances on page 57)
- Review the displayed amounts for accuracy. The amount in the **Reimbursement** field should be the amount to be paid.
- Print your Expense Report, if desired (you may, at any time, reopen and print any Expense Report, regardless of its status – see page 54).
- When you are satisfied that the Expense Report is complete and accurate, click the **[Submit]** button. **Note:** Once you submit an Expense Report, you cannot modify it unless an Approver rejects it.

The **Approval Hierarchy** window will open.

NavigatER - Approval Hierarchy

Default Approval Hierarchy

Chain	Chain Title	Type	Approver #1	Approver #2	Approver #3	Approver #4	Approver #5
1	317.05 Accounts Adm. Corporate	Corporate	LINCOLN ABRAH	JEFFERSON, THC	WASHINGTON, G		

Add Chain >> Remove Chain OK Close Help

- ➔ If you have been assigned a Default Approval Chain, it will display in the window. You cannot modify this Chain. Do NOT add another Chain.
- ➔ If you have NOT been assigned a Default Approval Chain, click the **[Add Chain]** button and select the appropriate Chain from the list (displayed in Allotment Code order). Select one Chain only.

When you are satisfied with the Approval Chain, click the **[OK]** button. Your Expense Report will proceed to the first Approver in the Approval Chain.

- Send receipts and other documents to your Fiscal Office according to Agency procedures.



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Travel Reimbursement Information Processing System (TRIPS)

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Printing Expense Reports

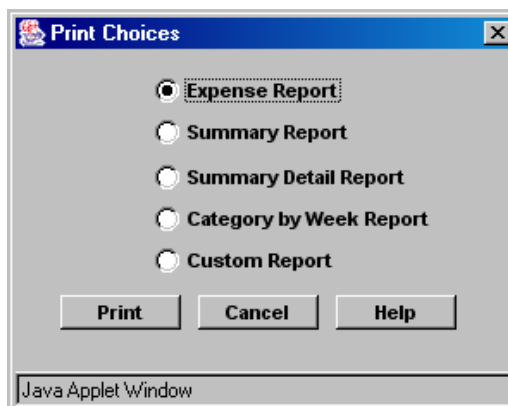
An Expense Report can be printed at any time before or after submission and approval. Both Submitters and Approvers can print.

- Click on the **[Print]** button near the bottom of the ER Summary and ER Details windows.



The **Print Choices** window opens:

Four print formats are available (the Custom Report choice is not functional):



Report Type	Report Format and Contents
Expense	An overall summary (report totals), including most of the information on the ER Summary window; plus detailed information for each ER Details row. Note: M&IE details and PTP details will <u>NOT</u> display – just the totals for each Category.
Summary	An overall summary (report totals), including most of the information on the ER Summary window
Summary Detail	An overall summary (report totals), including most of the information on the ER Summary window; plus a summary of each ER Details row (Category and amount)
Category by Week	An overall summary (report totals), including most of the information on the ER Summary window; plus the daily total for each Category (displayed in a calendar format). Note: the dates displayed come from the ER Details rows. Therefore, all M&I Per Diem, Lodging, and Mileage Reimbursement will each generally display on a single date.

- Select a format and click **[Print]**
 - You may receive a security alert message. If so, proceed past the warning by clicking on **[Yes]** or **[OK]**.
 - A new browser window will open with the “printed” Expense Report displayed
 - Click on **File – Print** or the printer icon to print the report
 - Close the window when you are through



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Travel Reimbursement Information Processing System (TRIPS)

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STATUS REPORTING AND MONITORING

TRIPS provides the User with up-to-date status information using E-Mail and an Event Log

E-Mail

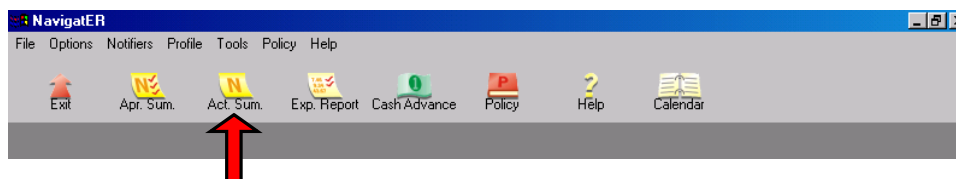
TRIPS automatically transmits e-mail notifications under the following conditions:

Recipient	Notification
Approver	Expense Report(s) are awaiting your approval
Submitter	Expense Report has been rejected
Submitter	Expense Report has received final approval
Submitter	Expense Report has been reduced in amount by an Approver
Submitter	Expense Report has been paid

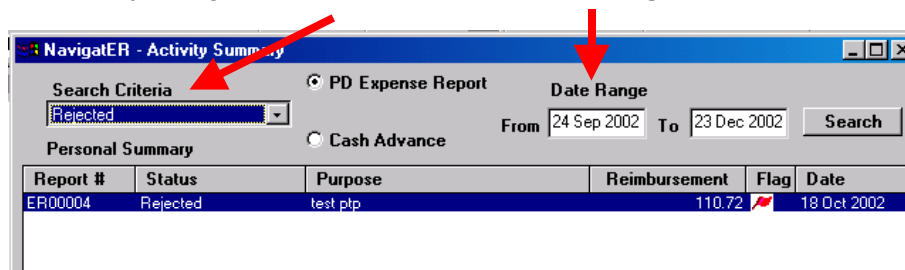
Each User has an E-mail address that is maintained by the Agency Administrator. This address is normally your work address but may be any address (e.g., home AOL account).

Event Log

Open the TRIPS NavigatER Activity Summary window from the Main menu...



... and locate an Expense Report by using **Search Criteria*** and **Date Range***



* Notes:

- The **Search Criteria** identifies allows you to search for Expense Reports by their current **Status** (e.g., Submitted, Rejected, Paid)
- The **Date** displayed for each Expense Report is the date it achieved its current **Status**. The Activity Summary window will display Expense Reports with Status dates within the displayed **Date Range**. The default Date Range is set on your Personal Profile and normally includes the 90 days preceding the current date. You can view Expense Reports outside this Date Range by changing the displayed **From** and **To** dates and clicking on **[Search]**.



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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

Click on (highlight) the
desired Expense
Report

and

click the **[Event Log]**
button.

Report #	Status	Purpose	Reimbursement	Flag	Date
ER00004	Rejected	test plp	110.72	🚩	18 Oct 2002

The **Event Log** will display with:

- The Approvers who have yet to act on the Expense Report
- The Expense Report's event history, with its current status displaying last.
Events include:
 - * Submitted
 - * Approved (each Approver)
 - * Final Approved (sent to STARS)
 - * Paid (Warrant issued)
 - * Rejected (if rejected)
 - * Recovery (if amount reduced)
- Any comments associated with a particular (highlighted) event
 - * For a "Rejected" event, the comments are the Approver's reason for rejecting
 - * Comments associated with the "Paid" event will include payment information (Warrant number, date, and amount. Note that the date for an ACH/Direct Deposit payment should be the funds transfer date)

Approver Name	Status
LINCOLN, ABRAHAM	Awaiting Authorization
JEFFERSON, THOMAS	Awaiting Authorization
WASHINGTON, GEORGE	Awaiting Authorization

Event	By	Date
Submitted	Testman, Theodore	13 JAN 2003 08:57:03



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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

TEMPORARY TRAVEL ADVANCES

Temporary Travel Advances may NOT be requested through TRIPS. To request a Temporary Travel Advance, submit form FA-0633 *Request for Out-of-State Travel Authority and Out-Service Training* and form FA-0088 *Authorization for Payroll Deduction*. After the advance is issued, the Division of Accounts will record it in TRIPS.

Recovery (Repayment) of Temporary Travel Advances

State policy requires that you deduct a Temporary Travel Advance from an Expense Report immediately following the completion of your travel.

When you have finished all steps for submitting your Expense Report but before clicking on [Submit], click the button adjacent to the **Outstanding Cash Advance** field.

Financial Summary PD Guideline Summary

Outstanding Cash Advance 411.50 ▲

Gross Claim 347.71
Personal 0.00
Net Claim 347.71
State Paid 1 0.00
State Paid 2 0.00
Cash Advance Ded'n 0.00
Reimbursement 347.71

Tax Details... Meals & Inc. 0.0
Lodging 0.0

* Mandatory Field

The **Outstanding Cash Advances** window opens and displays all advances that you have documented in TRIPS.

NavigatER - Outstanding Cash Advances

Cash Advances

Cash/ATM	Date	Amount	Foreign
CSH0001	26 Sep 2002	199.00	0.00
CSH0002	21 Oct 2002	57.50	0.00
CSH0003	31 Dec 2002	155.00	0.00

Allocations

ER #	Deduction	Date	Status
------	-----------	------	--------

Outstanding 155.00 Deduction 155.00

Apply Update Delete

Totals... OK Cancel Help

Click on (highlight) the advance that you wish to deduct from the current Expense Report

Enter the amount of your Advance, not to exceed your total reimbursable expenses, in the **Deduction** field and click the [Apply] button.

Note: See "Special Circumstances" (next section) if your Advance exceeds your expenses.

Continued...



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Cash/ATM	Date	Amount	Foreign
CSH0001	26 Sep 2002	199.00	0.00
CSH0002	21 Oct 2002	57.50	0.00
CSH0003	31 Dec 2002	155.00	0.00

ER #	Deduction	Date	Status
25	-155.00	10 Jan 2003	Unsaved

Outstanding: 0.00

Deduction:

Buttons: Apply, Update, Delete, Totals..., OK, Cancel, Help

The amount is displayed in the **Allocations** window and deducted from the **Outstanding** balance

Click **[OK]** to return to the **ER Summary** window.

Expense Report # 25 Name Testman, Theodore A. Agency 31701

Position 317050152207759 Department 317 Date 10 Jan 2003

Purpose* TRIPS Training Conference Period Covered From* 23 Dec 2002 To* 27 Dec 2002

TA Number

Financial Summary PD Guideline Summary

Outstanding Cash Advance 411.50

Gross Claim 347.71

Personal 0.00

Net Claim 347.71

State Paid 1 0.00

State Paid 2 0.00

Cash Advance Ded'n 155.00

Reimbursement 192.71

The amount displays in the **Cash Advance Ded'n** field.

Your **Reimbursement** amount is now net of the deduction.

Note: The total **Outstanding Cash Advance** amount will not be reduced until you submit the Expense Report.

Special Circumstances

- When a Temporary Travel Advance exceeds your travel expenses...
 - Submit your Expense Report as described above
 - Follow steps 1-3 on the following page
- When travel is cancelled after your Temporary Travel Advance has been recorded as a Cash Advance in TRIPS...
 - Follow steps 1-3 on the following page



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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

1. Submit a personal check, payable to the State of Tennessee, for the amount of the outstanding balance of your Temporary Travel Advance (amount of the Advance less reimbursable expenses)
2. Create an Expense Report as follows
 - **ER Summary** window **Purpose:** “Unused Temporary Travel Advance repaid on (date)”
From and To Dates: Use the date on your check for both
 - Expense row one: **Date:** The date on your check
Category: “Other Travel Expense”
FC: Leave blank
Location: Your Official Station
Amount: \$1.00
ER Item Type: Change from “Expense” to “Personal”
Line Purpose: “Other”
Description: “Repayment of Temporary Travel Advance”

ER Summary	ER Details	Trip Info			
1	24 Jul 2002	Other Travel Expense	Not Required	NASHVILLE	1.00
	Personal	Provider	Other	Repayment of Temporary Travel Advance	

- In the **ER Summary** window, open the **Outstanding Cash Advances** window and apply the total outstanding balance of the advance.

ER Summary	ER Details	Trip Info
Expense Report # 26	Name Testman, Theodore	A. Agency 31701
Position 317050152207759	Department 317	Date 10 Jan 2003
Purpose* Unused Temporary Travel Advance repaid on July 24, 2002	Period Covered From* 24 Jul 2002 To* 24 Jul 2002	TA Number

Financial Summary	PD Guideline Summary
Outstanding Cash Advance 155.00	Gross Claim 1.00
	Personal 1.00
	Net Claim 0.00
	State Paid 1 0.00
	State Paid 2 0.00
	Cash Advance Ded'n 155.00
	Reimbursement -155.00

The **Reimbursement** amount will display a negative amount equal to the **Outstanding Cash Advance** amount.

- Submit the Expense Report to your Approval Chain as normal.
Note: You will receive a warning message advising that you are submitting an Expense Report with a negative reimbursement amount. Ignore the warning by clicking **[OK]**.
 - When “final-approved”, your Outstanding Cash Advance amount will be \$0.00
3. A Fiscal Office Approver will
 - Approve the Expense Report **after** the employee’s check has been deposited and the associated STARS TC 071 transaction has processed
 - Instruct the Division of Accounts Pre-Audit Section to delete the TC 101 STARS transaction that is produced by this Expense Report



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Travel Reimbursement Information Processing System (TRIPS)

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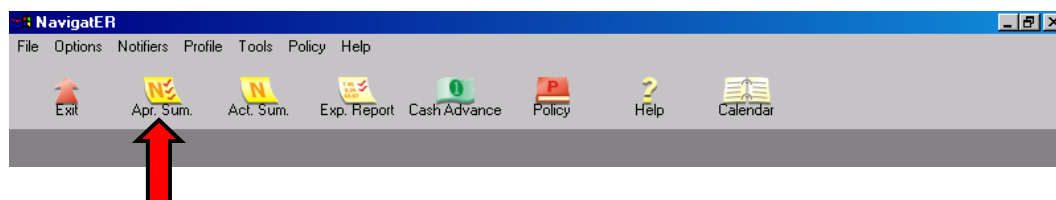
APPROVAL

Notification

Approvers receive scheduled E-mail messages to inform them of Expense Reports awaiting their action. Expense Reports not acted upon in a timely manner will become “stale” and require re-routing by the Statewide Administrator.

Login

Approvers log in to TRIPS in the same manner as Submitters. From the Main Window, click on the **Approver Summary** icon



The **Approver Summary** window will display...

Ensure that the **Search Criteria** field displays the choice “Awaiting Authorization” *

Expense Reports awaiting your action will display when the **[PD Expense Report]** button is selected.

Highlight the Expense Report that you wish to view.

NavigatER - Approver Summary

Search Criteria: Awaiting Authorization (selected) | Date Range: From 15 Oct 2002 To 13 Jan 2003 | Search

Items For Approval: ☒ PD Expense Report | ☐ Cash Advance

Submitter Name	Status	Reimbursement	Net Amount	Flag	Date
Testman, Theodore	Awaiting Authorization	240.00	240.00		13 Jan 2003
Testman, Theodore	Awaiting Authorization	192.71	347.71		10 Jan 2003

Expense Report / Cash Advance Details

File name: 987654321-ER00011 | Trip Name/Purpose: TRIPS Training

Buttons: Open ... | Event Log ... | Close | Help

Additional information for that file appears in the **File Name** and **Trip Name/Purpose** fields.

***Note:** Expense Reports that you have approved can be viewed until they are paid by selecting the **Search Criteria** “Approved”.

The **Date** displayed for each Expense Report is the date it achieved its current **Status**. The Approver Summary window will display Expense Reports with Status dates within the displayed



State of Tennessee – Department of Finance & Administration

Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

Date Range. The default Date Range is set on your Personal Profile and normally includes the 90 days preceding the current date. You can view Expense Reports outside this Date Range by changing the displayed **From** and **To** dates and clicking on **[Search]**.

NavigatER - Activity Summary

Search Criteria: **Rejected** (dropdown)

PD Expense Report (selected) | Date Range: From 24 Sep 2002 To 23 Dec 2002 | Search

Cash Advance (unselected)

Report #	Status	Purpose	Reimbursement	Flag	Date
ER00004	Rejected	test plp	110.72		18 Oct 2002

Buttons: Open ..., Event Log ..., Delete, Close, Help

Note:

A flag adjacent to a file name indicates that there is at least one policy violation on that Expense Report

To view the events and comments associated with the selected Expense Report, click the **[Event Log]** button.

The Event Log will display...

NavigatER - Event Log

File name: 987654321-ER00011

Awaiting Approval By

Approver Name	Status
LINCOLN, ABRAHAM	Awaiting Authorization
JEFFERSON, THOMAS	Awaiting Authorization
WASHINGTON, GEORGE	Awaiting Authorization

Event History

Event	By	Date
Submitted	Testman, Theodore	13 JAN 2003 08:57:03

Comments

Buttons: Close, Help

[Close] the Event Log and return to the Approver Summary window



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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

To view and act on an Expense Report, double-click on the file

or

Click on (highlight) the file and then click **[Open]**

NavigatER - Approver Summary

Search Criteria: Date Range: From 15 Oct 2002 To 13 Jan 2003 Search

Items For Approval

Submitter Name	Status	Reimbursement	Net Amount	Flag	Date
Testman, Theodore	Awaiting Authorization	240.00	240.00		13 Jan 2003
Testman, Theodore	Awaiting Authorization	192.71	347.71		10 Jan 2003

Expense Report / Cash Advance Details

File name: 987654321-ER00011 Trip Name/Purpose: TRIPS Training

Open ... Event Log ... Close Help

When you open an Expense Report, you see it just as the Submitter did, with the addition of some operation buttons

NavigatER - Expense Report (987654321)-(ER00025) - Testman, Theodore

ER Summary ER Details Trip Info

Expense Report #: 25 Name: Testman, Theodore A. Agency: 31701

Position: 317050152207759 Department: 317 Date: 10 Jan 2003

Purpose*: TRIPS Training Conference Period Covered: From 23 Dec 2002 To 27 Dec 2002

TA Number:

Financial Summary PD Guideline Summary

Outstanding Cash Advance: 0.00

Gross Claim: 347.71

Personal: 0.00

Net Claim: 347.71

State Paid 1: 0.00

State Paid 2: 0.00

Cash Advance Ded'n: 155.00

Recovery: 0.00

Reimbursement: 192.71

Tax Details... Meals & Inc.: 189.00 Lodging: 105.00

* Mandatory Field

Print Previous Next Approve Reject Close Help

ER Summary & ER Details Operation Buttons	Function
[Print]	Same as for Submitter (view and print in four formats – see page 54)
[Previous]	Takes you to the previous Expense Report (if any) awaiting action in your Approver Summary list
[Next]	Takes you to the next Expense Report (if any) awaiting action in your Approver Summary list
[Approve]	Approves the Expense Report and sends to the next Approver in the Approval Chain (or to STARS if you are the final Approver)
[Reject]	Returns the Expense Report to the Submitter
ER Details (only) Operation Button	
[Recovery]	Reduce the reimbursement amount for an expense item





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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

Review Expense Report for Accuracy

- Approvers are responsible for auditing and validating Expense Reports
 - ➔ Expense Reports must be complete and include a Travel Authorization Number when required.
 - ➔ Financial codes should be checked for appropriateness. TRIPS audits to ensure that all codes are acceptable in STARS but only Agency personnel can determine if a code is appropriate for a given expense. The Approver may alter the financial codes.
 - ➔ All items flagged by TRIPS should be closely scrutinized.

TRIPS Flag	Cause	Action
The Amount field is colored red/pink	<p>The amount claimed exceeds the Guideline Policy amount for that Category of expense.</p> <p>This may be:</p> <ul style="list-style-type: none"> * A definitive policy restriction or * An expense level generally deemed to be acceptable but one which may be exceeded with adequate justification 	<p>Investigate the expense, referencing policies, the Description field, and documentation/receipts.</p> <p>If the amount is excessive:</p> <ul style="list-style-type: none"> * Reject the Expense Report, returning it to the Submitter for correction and resubmission or * Reduce the amount by an performing an “Expense Recovery” (see page 65)
A Flag  icon is adjacent to an expense line containing the Category Mileage Reimbursement	<ul style="list-style-type: none"> * The Submitter is assigned a State car (mileage reimbursement is not applicable unless a personal vehicle is used) or * One or more mileage segments include Vicinity miles in excess of the Agency’s guideline or * One or more mileage segments were traveled at an average speed in excess of the Agency’s guideline 	<p>Open the PTP window and look for flags under “MPH” (excessive speed) and/or “VME” (excessive Vicinity miles). If the Submitter is assigned a State car, the “ORG Vehicle” box will be checked.</p> <p>An Approver cannot alter fields in the PTP window, so any needed changes will require rejection of the Expense Report and correction by the Submitter.</p>
The Expense Recovery icon  is adjacent to an expense line	An Approver has recovered (reduced) the amount claimed for the expense. The original amount claimed is displayed in the Amount field.	Click on the icon to open the Approver Expense Recovery window to view the amount(s) recovered and the reason(s) (see page 65).



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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

- Fiscal Office Approvers will review supporting documentation (including receipts) for completeness, validity, and accuracy.
- The final Approver in the Approval Chain shall not approve the Expense Report until s/he wishes it to be sent to STARS for payment. Expense Reports receiving final approval before 3:00 pm Central Time (4:00 pm Eastern Time) are batched to STARS that evening.

Rejecting Expense Reports

You may choose to reject an Expense Report when it is appropriate to return the file to the Submitter for corrections or other action. When you click the **[Reject]** button, the **Comments** window will display...

Enter your reason(s) for rejecting the file. These comments will appear in the Event Log.

When the Submitter re-submits the Expense Report, it will again proceed through the original Approval Chain, beginning with the first Approver.

Correcting Expense Reports

If you find errors, you may, subject to Agency policy, alter any of the following fields:

- **M&IE Details** window: **Financial Code** and any **Financial Code Split** that was created by the Submitter (you cannot create a new Split)

- **Point-To-Point** window: **Financial Code**

- **ER Details** window: **Financial Code** and **Financial Code Split**
Provider
Line Purpose

You may also reduce the reimbursement amount (*except for Per Diem Meals & Incidentals or Mileage Reimbursement*) by highlighting the appropriate row and clicking the **[Recovery]** button...

Continued...



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Travel Reimbursement Information Processing System (TRIPS)

Submitter/Approver Quick Reference Guide

Clicking the **[Recovery]** button will cause the **Approver Expense Recovery** window to display...

ER Summary		ER Details		Trip Info	
1	01 Dec 2004	Car Rental	315.01.88.11	NASHVILLE	75.00
Expense	Provider	Line Purpose	Rented Lincoln Town Car	1 Days	

USD	Receipt Required	GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline
Out of Pocket		0310R	0.00	0.00	0.00			35.00

Buttons: Print, Previous, Next, Approve, Reject, Close, Help

In the **Recovery Amount** field, enter the amount by which you wish to reduce this reimbursement.

Enter a **Reason** for your action. This will appear in the **Comments** field of the **Event Log**

Expense Category: Lodging - Taxes & Surcharges

Expense Amount: 12.75 (USD)

Current Recovery: 0.00

Recovery Amount: 0.00

Reason:

Recovery History

Recovery Amount	Date	Recovered By	Reason
-----------------	------	--------------	--------

Buttons: Save, Cancel, Close, Help

File name: 987654321-ER00025

Awaiting Approval By

Approver Name	Status
JEFFERSON, THOMAS	Awaiting Authorization
WASHINGTON, GEORGE	Awaiting Authorization

Event History

Event	By	Date
Submitted	Testman, Theodore	07 JAN 2003 08:58:07
Rejected	Approver1, Goofy	07 JAN 2003 09:13:58
Submitted	Testman, Theodore	10 JAN 2003 16:09:51
Expense Recovery	LINCOLN ABRAHAM	13 JAN 2003 10:38:45
Approved	LINCOLN ABRAHAM	13 JAN 2003 10:38:45

Comments

Amount included refreshment charge

Buttons: Close, Help



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A subsequent Approver may also click the **[Recovery]** button to view information regarding your “Recovery” and/or make an additional “Recovery”.

A history log displays each “Recovery” action

Recovery Amount	Date	Recovered By	Reason
1.75 (USD)	13 JAN 2003	LINCOLN, ABRAHAM	Amount included refreshment

On the Expense Report, a “Recovery” icon displays next to the appropriate ER Details row

Expense	Provider	Line Purpose	Amount
Car Rental		Rented Lincoln Town Car	75.00

When the Expense Report receives final approval and is batched to STARS for payment, an E-mail message is transmitted to the Submitter, informing her/him that a reduction was made.

Approving Expense Reports

SPECIAL NOTE:

If a Temporary Travel Advance is being deducted on an Expense Report, **ensure that the Reimbursement Amount is at least \$0.00**. The only exception to this is described under Temporary Travel Advance “Special Circumstances”, beginning on Page 58.

When you are satisfied that the Expense Report is in order, click the **[Approve]** button. The file moves immediately to the next Approver in the Approval Chain (If you are the final Approver, an Expense Report will next batch to STARS for payment. Batching takes place at 3:00 PM Central time each business day. Expense reports final-approved after 3:00 PM will batch the following business day).

WARNING:

The approved Expense Report will disappear from your screen and immediately be replaced by the next Expense Report (if any) awaiting your action. Use care not to click the **[Approve]** button again until you have adequately reviewed this new Expense Report.



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Proxy Approval

If you will be unable to perform your approval duties for an extended period, you may (subject to Agency policy) designate a Proxy Approver to act in your absence. To do so, open your Personal Profile and...

NavigatER - Personal Profile

User Information | Address & Phone | **Defaults** | PTP

Preferred Language: English
Default Currency: USD
Approval Chain: 0
Financial Code: FQ
Use Folio Wizard: ☒
Show Welcome at Start: ☐
Date Range Act. Sum.: 90 Days
Apr. Sum.: 90 Days
Email Address:
Email ID:
PDA File Location:
Send State File To: Application Administrator
Service Access By:
Mileage Total: 0
Autosave Interval: 2 in Minutes
Proxy Approver:

...select an Approver from the drop-down list in the **Proxy Approver** field.

A Proxy Approver

- Must be authorized by your Agency to assume your duties
- Must have at least the same level of approval privileges as you
- Will receive all Approver-related E-mail messages that would normally be routed to you
- Will receive all pending Expense Reports (any files awaiting your action will immediately transfer upon assignment of Proxy)

When you are ready to reassume approval duties, return to the **Proxy Approver** field in your Personal Profile and select the 'blank' (no Approver) from the Approver list. Expense Reports (including those awaiting action by your Proxy Approver) and E-mail notifications will again be sent to you.



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Travel Reimbursement Information Processing System (TRIPS)

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PROXY ACCESS

TRIPS NavigatER offers two methods whereby one employee access Expense Reports of another employee: **Service Access** and **Shared Service**.

Service Access

Service Access functionality permits a User or an Administrator to designate a “Proxy” User to create and modify Expense Reports on behalf of the primary User. Service Access is primarily intended for senior staff members who normally have a secretary or administrative assistant prepare paperwork on their behalf.

The Service Access Proxy User can:

- Create a new Expense Report
- Modify an existing Expense Report
- View Activity Summary information
- View and change Personal Profile, Personal Picklist and Personal Split Formula information

The Service Access Proxy User cannot:

- Submit an Expense Report – The primary User must submit her or his own Expense Report, thus assuring that s/he assumes personal responsibility for its accuracy.

Granting Service Access Privileges

- Open your **Personal Profile** to the **Defaults** tab.

The screenshot shows two overlapping windows from the NavigatER application. The top window is the main menu with 'Profile' selected, and a red arrow points to 'Personal Profile...'. The bottom window is the 'Personal Profile' dialog, with the 'Defaults' tab active. A red arrow points to the 'Service Access By' field, which contains the value 'E419999999'. Other fields include 'Preferred Language' (English), 'Default Currency' (USD), 'Approval Chain' (317.05 Statewide Account), 'Financial Code' (FQ), 'Use Folio Wizard' (checked), 'Show Welcome at Start' (checked), 'Date Range Act. Sum.' (90 Days), 'Apr. Sum.' (90 Days), 'Email Address' (Theodore.Testman@state.tn.us), 'Email ID', 'PDA File Location', 'Send State File To' (Application Administrator), 'Mileage Total' (0), 'Autosave Interval' (2 in Minutes), and 'Proxy Approver'.

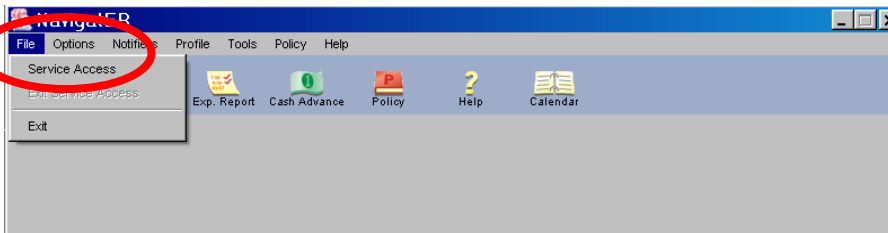
- Enter the Login ID (“E” + SSN) of your Proxy in the **Service Access By** field and click **[Save]**. (To remove privileges, delete the contents of this field and [Save])



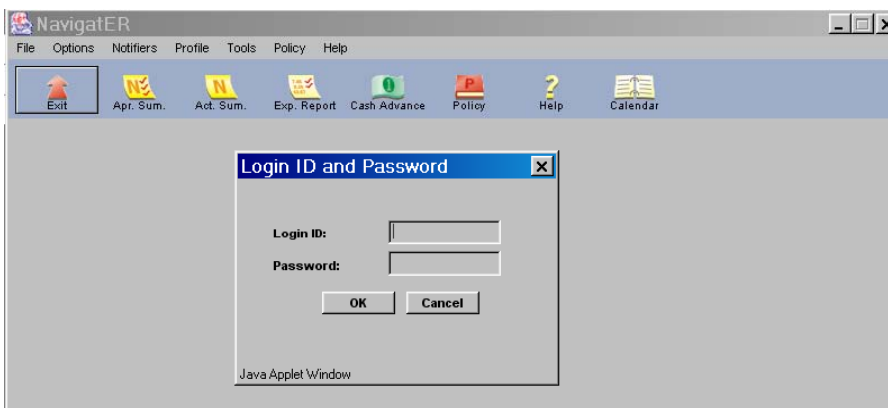
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Proxy Login to Service Access

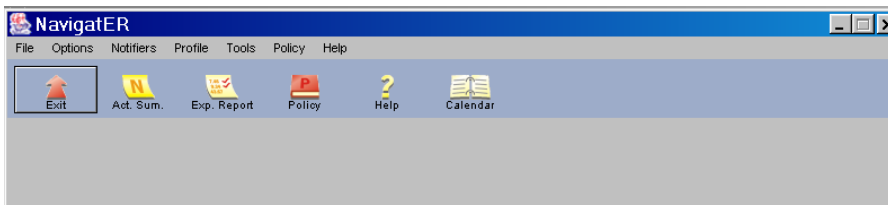
- Open TRIPS NavigatER as normal
- Click on the **File** menu and select **Service Access**



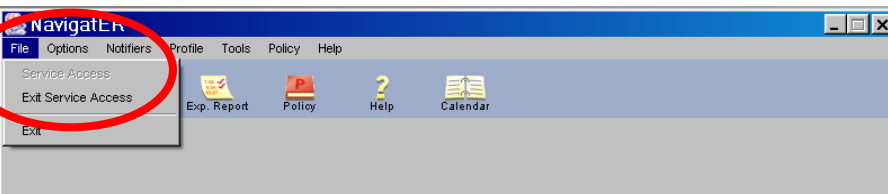
- The Login screen displays – enter the **Login ID** of the primary User for whom you will be preparing the Expense Report and click **[OK]** (the **Password** field is not used)



- The primary User's NavigatER window will display, minus the **[Cash Advance]** button.



- Once you have completed work on the Expense Report, click **File – Exit Service Access** to return to your own NavigatER window.



- Inform the owner of the Expense Report that s/he may login and modify/submit the Report



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Shared Service

Shared Service functionality permits an Administrator to designate a “Proxy” to create, modify, and submit Expense Reports for one or more Users that are assigned to a **Shared Service Group**. Shared Service is intended for employees who do not have direct access to the TRIPS application.

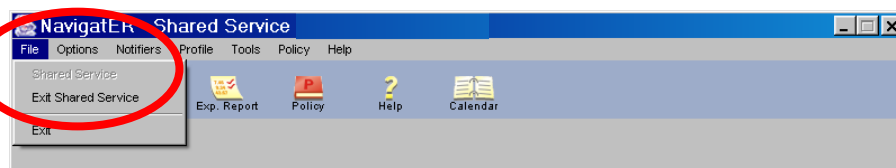
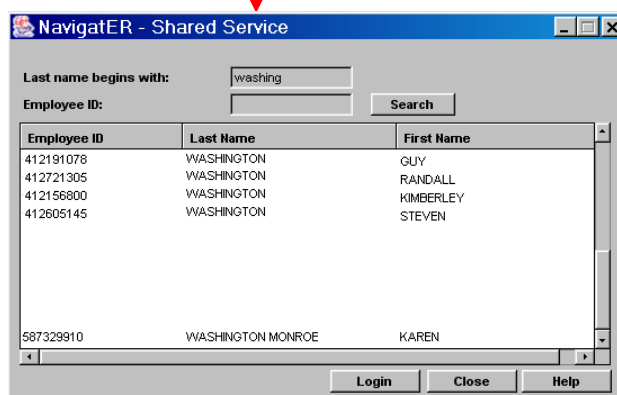
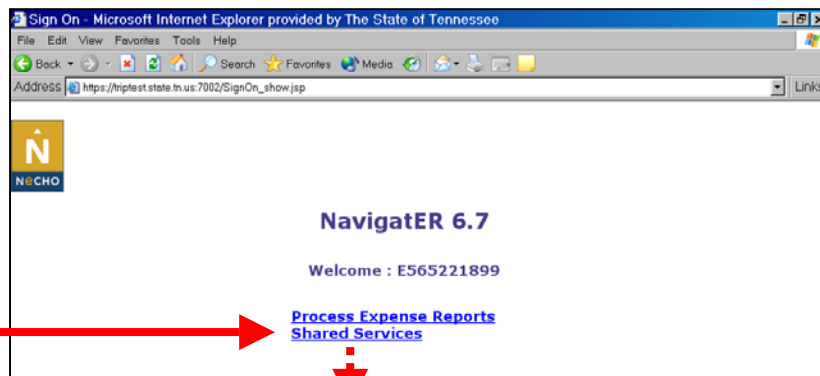
The Shared Service Proxy User can:

- Create a new Expense Report
- Modify an existing Expense Report
- Submit an Expense Report
- View Activity Summary information
- View and change Personal Profile, Personal Picklist and Personal Split Formula information

Proxy Login to Shared Service

If you have been granted Shared Service privileges, your NavigatER welcome window will include the **Shared Services** menu choice.

- Click on **Shared Services** and the Shared Service login window will display:
- **[Search]** for a User by entering all or part of his/her last name and/or Employee ID (SSN).
- Highlight the desired User on the list area and click **[Login]** to access his/her NavigatER window.
- Once you have completed work on the Expense Report, click **File – Exit Shared Service** to return to your own NavigatER window.





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Frequently Asked Questions

General Procedures

- Direct-billed expenses – *Does TRIPS track expenses paid directly by the State?*
No and Yes – TRIPS is a system for reimbursement of expenses paid by employees. TRIPS does not automatically record State-paid expenses. If an Agency desires to capture these expenses for reporting purposes, users must document them on Expense Reports using the “State Paid” *Method of Payment*.
- Estimated Costs – *Does TRIPS track estimated travel costs?*
No – TRIPS is used to report actual expenses only.
- Lodging Providers – *Does TRIPS list hotels and motels that have agreed to accept the State of Tennessee or GSA CONUS rates?*
No – The F&A Intranet site <http://www.intranet.state.tn.us/finance/travel/hotel.html> has a listing of providers that have agreed to accept the State rate when space is available. The Internet website <http://hotelsatperdiem.com/> likewise has a listing of providers accepting the GSA CONUS rate at non-Tennessee locations. This status changes regularly so travelers should always inquire directly when making arrangements.
- Paperwork – *What paperwork is eliminated by TRIPS?*
A signed Travel Claim Form FA-0080 is not required if you enter your own claim in TRIPS. There are no other changes in paperwork requirements.
- Receipts – *Must original receipts be submitted with a claim?*
Yes –Original receipts must be sent to the Agency Fiscal Office, who will forward them to the Division of Accounts.
- Travel Advances – *Is TRIPS used to request and approve Temporary Travel Advances?*
No – Temporary Travel Advances must be issued via normal STARS disbursement transactions. Once issued, they will be recorded as Cash Advances in TRIPS to permit automatic deduction from the next submitted Expense Report.
- Travel Authorization - *Can TRIPS be used to authorize travel?*
No – Travel continues to be authorized using procedures established by the Department of Finance & Administration, the Department of Personnel, and each Agency. Travel authorization numbers are manually recorded on the TRIPS ER Summary window when the Expense Report is prepared.

Continued...



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Troubleshooting


- Login - *What if I forget my Login ID and/or Password?*
 - * Your Login ID is your Social Security number preceded by the letter “E” (e.g., ‘E419999999’).
 - * Contact your Agency Administrator to request a new password (the Administrator cannot see your old password). Once you have successfully logged in, change the password to one of your own choosing.
- Login - *When I log in to the TRIPS application for the first time, I do not receive a screen that asks me to download the Java Runtime Environment version 1.3.1_09*

If you are not asked to download the Java Runtime Environment version 1.3.1_09, then you can download it by following the link: [Java Runtime Environment version 1.3.1_09](#). Make sure you click the hyperlink next to 1.3.1_09 on the page that is displayed.

You must have administrator privileges for your PC to install these files. If you do not have administrator privileges, contact your agency information systems support group for assistance.
- Screen Locks Up - *What can I do if TRIPS “freezes” and I cannot enter information?*

Make sure you are using the “active window”. TRIPS opens various “pop-up windows” when entering an Expense Report (e.g., Location entry form, Financial Code builder, date entry calendar, etc.). In any Microsoft Windows application such as TRIPS, there can be only one “active” window. Under some circumstances, the active window may become hidden. To locate the active window, hold down the **<ALT>** key and press the **<TAB>** key. Icons representing open applications will display on your screen:



While continuing to depress the **<ALT>** key, repeatedly press and release the **<TAB>** key until a Java coffee cup icon  is outlined. Release the **<ALT>** key. If the active TRIPS window is not displayed, repeat the **<ALT><TAB>** process until you locate it.

If this procedure is unsuccessful, it will probably be necessary to close TRIPS (as you would any other Windows application) and Login again.
- List boxes – *What if the item needed is not available in a (drop-down) list box?*

Contact your Agency Administrator for guidance on using an alternative. If the Agency Administrator determines that a new choice should be added to the list, s/he will make a request to the Statewide Administrator.
- General Help – *How do I resolve problems that are not covered by these FAQ?*

The following resources are available to assist you:

 - * Within the TRIPS application, on-line help is available by clicking a button on the main NavigatER window and on most windows within the application.



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- * The TRIP customer website, found on the Internet and State Intranet under the Department of Finance and Administration, Division of Accounts topic “Travel Reimbursements” includes links to manuals and the computer based training application (CBT).
 - o The CBT provides an excellent overview of TRIPS functionality
 - o The *Submitter/Approver Quick Reference Guide* is a good resource for procedural issues
 - o The *Submitter User Guide* and *The Approver User Guide* are detailed technical manuals
 - o *Agency Setup & Maintenance Procedures Guide* is a reference for Agency Administrators
- * Each agency should have at least one TRIPS Administrator and other experts on the application. These experts are your first points of contact for unresolved problems. If they are unable to resolve the problem, they will seek assistance from a TRIPS Statewide Administrator or technical systems support personnel, as appropriate.

All NavigatER Windows

- Date Entry - *What is the proper format to enter dates?*

The preferred method for entering dates is to use the calendar feature (double-click on the date field or, in some windows, click on the date button to call the calendar). Dates may also be entered manually using the format “MM/DD/YYYY” (e.g., 01/05/2004 for January 5, 2004).

- Locations – *What if the location/city I need is not in TRIPS?*

- * First, try different variations on spelling (e.g., La Vergne, Tennessee is spelled with a space between “La” and “Vergne”). In addition, certain words are abbreviated as follows:

Word	TRIPS Abbreviation
East	E
Fort	Ft
Mount or Mt.	Mt
North	N
Saint or St.	St
South	S
West	W

- * If you still cannot find your desired location, contact your Agency Administrator for assistance. If the Agency Administrator determines that the Location is not in the TRIPS tables, s/he will request that the Statewide Administrator add the Location, along with any applicable point-to-point mileages.

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ER Summary Window

- Dates on the ER Summary Window – *Why do the “From” and “To” dates change on the ER Summary Window?*

TRIPS NavigatER will default a “From” date equal to the earliest date on the ER Details Window, and a “To” date equal to the latest date on the ER Details Window. When you are ready to submit the Expense Report, go to the ER Summary Window and enter the correct dates and click on **[Submit]**.

Note: If you return to the ER Details Window, the ER Summary Dates may change.

ER Details Window

- Per Diem Rates – *What if Per Diem Rates are incorrect?*

Notify your Agency Fiscal Office, who will research the rate against GSA and State publications. If the Fiscal Office agrees that there is an error, they will contact the Statewide Administrator to request a rate change. In the interim, your Fiscal Office may instruct you to submit your Expense Report as follows:

- * If the rate is for Lodging,
 - Record the actual cost
 - Click on the **PD Guideline Summary** tab on the ER Summary window
 - Highlight the Lodging expense and click on **[Reason]**
 - Select the reason “Other” and enter an explanation in the field provided.
- * If the rate is for Meals & Incidentals and is too high, submit the Expense Report using the Category “Meals – Actuals (Daily)” and the correct amount. Explain the problem in the ‘Description’ field.
- * If the rate is for Meals & Incidentals and is too low, submit the Expense Report using the Category “Meals & Incidentals (Per Diem)”, plus add a line using the Category “Meals – Actuals (Daily)” and the amount of the difference between computed and correct rates. Explain the problem in the ‘Description’ field.

- Rate Changes – *What do I do when rates change during a trip?*

- * If you are claiming Per Diem Meals and Incidentals, TRIPS will automatically pay the correct rate for each day of a trip, based on your stated location for that day
- * If you are claiming reimbursement for **Lodging** expense, enter distinct ER Details lines for nights on which locations and rates are the same:
 - If a hotel charges you different rates for different days, enter separate ER Details lines for each rate charged
 - If the allowed rate changes during a trip, enter separate ER Details lines for the days on which the allowed rate is the same (e.g., you spend four nights in Destin, Florida between April 29 and May 2. The allowed rate changes on May 1. Enter two nights Lodging expense dated April 30 and two nights dated May 2).
- * If you are claiming **Mileage Reimbursement** and drive past midnight on the day that the reimbursement rate changes, enter one PTP mileage segment for your travel prior to midnight, ending the segment at 23:59 at the Location (city) closest to you at that time. Enter a second segment beginning at 00:01 at the same Location and ending at your actual destination.



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Point to Point (PTP) Window

- Point to Point Mileage – *What if TRIPS does not compute the mileage between two locations?*

Notify your Agency Administrator, who will contact the Statewide Administrator to request that the mileage be added to TRIPS. In the meantime:

- Use Location(s) that are geographically close to the actual Location(s)
- Adjust the resultant point-to-point mileage by using Vicinity miles (plus or minus)
- Explain the reason for your actions in the Description field

- Point to Point Mileage – *What if the mileage between two cities is incorrect?*

Maps and mileage databases use varying locations within a city or town as the points to and from which mileage is computed. Normally, mileage variations between computation methods are attributable to this fact. If your actual mileage differs from the computed miles, your Agency may permit the use of Vicinity miles to add (or subtract) miles to the number computed. If you feel there is a serious mileage error, ask your Agency Administrator to forward your complaint to the Statewide Administrator for investigation.

- Rate Changes – *What do I do when rates change during a trip?*

If you are claiming **Mileage Reimbursement** and drive past midnight on the day that the reimbursement rate changes, enter one PTP mileage segment for your travel prior to midnight, ending the segment at 23:59 at the Location (city) closest to you at that time. Enter a second segment beginning at 00:01 at the same Location and ending at your actual destination.

- Time Entry - *What is the proper format to enter times in the Point-to-Point window?*

TRIPS requires that you use 24-hour (military) time. For hours after noon, add 12 to the time (e.g., 4:15 pm is entered as "1615").

- Time Zones – *How should I enter Point-to-Point times when crossing time zones?*

Each Agency should establish policy in this area. TRIPS will function properly if all times are entered based on the same time zone (e.g., entering all times based on the time at your Official Station). If actual local times are used and you are traveling from East to West, you may experience one of two problems:

- (1) If your travel time was less than an hour, TRIPS will reject the entry because your arrival time will precede your departure time;
- (2) If travel time exceeds an hour, TRIPS may flag the mileage segment for excessive speed. If this happens, explain the circumstances in the Description field.

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- Saving Point-to-Point Mileage Reimbursement Expense Reports – *How do I save my work when in the Point-To-Point mileage window?*

It is recommended that you save your work frequently, as communication outages may result in the loss of your data. When in the Point-to-Point Window, [Update] the last mileage segment and click [OK]. You will return to the ER Details Window where you can then click [Save]. Click on the [PTP] button to return to the Point-To-Point window.

Trip Info Window

- Trip Info Window – *When do I use the TRIP Info window?*

Create a “trip” in the Trip Info Window only when you are claiming Per Diem (Lodging or Meals & Incidentals) expenses for overnight travel. After creating the trip, enter your expenses in the ER Details window. With a Per Diem (M&I or Lodging) expense row highlighted, switch to the Trip Info window and ‘click’ on the related trip (it’s *Status* will then show “Working”). Return to the ER Details window where the trip will now be “associated” with the expense. TRIPS NavigatER requires the trip information to compute Meals & Incidentals reimbursement and to edit a Lodging Room Rate.




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AdministratER	An Internet-based software application used to configure and maintain various TRIPS database tables.
Agency Administrator	A User that has been granted access to TRIPS AdministratER for purposes of configuring certain system tables. By internal control policy, an Administrator may not also be an Approver.
Approval Chain	1-5 Approvers whose action is required for final approval of an Expense Report. Expense Reports pass electronically in a designated sequence from the first member of the chain to the last.
Approval Hierarchy	The Approval Hierarchy represents the electronic path of an Expense Report through one or more Approval Chain(s). The default hierarchy is the hierarchy that was last used when the User submitted an Expense Report.
Approver	A TRIPS User with authority to: <ul style="list-style-type: none">• Reject or approve Expense Reports for payment and/or• “Approve” the recording of Temporary Travel Advance amounts
Approver Expense Recovery	A function that allows an Approver to reduce a portion of an Expense Report’s reimbursement amount. When an expense item is reduced, a recovery icon  will appear beside the designated expense item. The expense item will not reflect the reduction amount; only the reimbursement amount will be affected.
Approver Threshold	When an Approver is assigned to an Approval Chain, the Approver is allocated a threshold amount of \$0.00 or greater. This value represents the minimum reimbursement amount necessary for an Expense Report to be sent to that Approver for action. If the reimbursement amount is less than the Approver’s threshold amount, the file will skip the Approver and continue on the next Approver in the Approval Chain (or will be batched to STARS if the skipped Approver is the last in the Chain).
AuditER	An Internet-based software application used to audit any approved TRIPS Expense Report. Access to AuditER is restricted to the F&A Division of Accounts and the Comptroller’s Division of State Audit.
Cash Advance	The amount of a Temporary Travel Advance issued through STARS. The Cash Advance is recorded in TRIPS to permit the reduction of the amount of the employee’s subsequent Expense Report.
Category	A pre-defined description of an expense that is directly related to a STARS Object code. When the User records an expense on an Expense Report, s/he must select, from the Category drop-down list, the Category that best describes that expense.



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CONUS	Continental United States. In TRIPS, a Per Diem rate schedule maintained by GSA for the 48 contiguous United States (excluding Alaska & Hawaii).
Default Approval Chain	A mandatory Approval Chain added to the top of a User's Approval Hierarchy. The User cannot modify or remove the Default Approval Chain.
Default Financial Code	A User's Default Financial Code represents the STARS accounting code s/he will use most often. It will automatically appear in the FC field of each new expense line added to the User's Expense Report but may be changed. The User enters her/his default Financial Code within the Personal Profile window.
Event Log	A chronological list of events that have taken place during the life cycle of an Expense Report including date, time, and the name of any person taking action.
Expense Category	See 'Category'
Expense Report	An electronic file used to record and request reimbursement for expenses incurred by an employee on behalf of the State that include, but are not limited to, travel expenses.
File Number	An Expense Report or Cash Advance request is assigned a file number by the TRIPS when the file is first created. The file number is a unique combination of: the employee ID, a two-letter code indicating whether the file is an Expense Report or Cash Advance request, and a system-generated sequential number.
Financial Code	Information designating how an expense should post in STARS (i.e., to what Department, Division, Fund, Cost Center, Grant/Sub Grant, Agency Object, and Location codes).
Guideline	A spending limit that, if exceeded, will result in the expense line being flagged. The guideline amount can be seen in the Guideline field located in the bottom right corner of the ER Details tab.
Guideline Level	A categorization of Users that is used to define: <ul style="list-style-type: none">• Which Expense Categories the User may choose• The User's spending limits (Guidelines) for each Category
GSA	General Services Administration. The Federal agency that is responsible for establishing per diem rates for domestic government travel (applicable outside the State of Tennessee).
Login ID	A unique identifying code that permits each User to access TRIPS application software. The Login ID is generally the User's STARS Vendor number (Social Security number preceded by the letter 'E').



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Method of Payment	A field on the ER Details Tab, that allows selection of how an expense was paid, either by “Out of Pocket” (by the employee) or “State Paid”.
NavigatER	An Internet-based software application using a “web browser” to create, submit, approve, and track employee expense reimbursement Expense Reports.
Period of Performance	A feature that allows the Application Administrator to place time restrictions for when a financial code may be accessible or when a reimbursement rate is in effect.
Personal Pick List	Each User has personal pick lists that can be used to store frequently used financial codes, expense providers, and line purposes.
Personal Split Formula	A Personal Split Formula stores the financial codes and split percentages used most often when splitting the cost of an expense item between two or more financial codes. Using a Split Formula saves time versus entering the split information manually.
Personal Profile	Information required for each User that defines the User’s access privileges within NavigatER along with personal information such as address, phone number and other pertinent information.
Proxy Approver	A TRIPS User with approval authority who has been granted temporary rights to approve/reject Expense Reports on behalf of another Approver. The Proxy Approver will also receive system-generated e-mail notifications in place of the primary Approver.
Proxy Submitter	An Agency employee that has been granted rights to submit Expense Reports on behalf of other employees (see Shared Service).
Reimbursement Amount	The total amount being claimed as a reimbursable business expense by a Submitter on an Expense Report. Once the Expense Report has been approved, the reimbursement amount represents the amount owed to the Submitter.
Rejected	A file status indicating that an Expense Report or Cash Advance request was rejected by an Approver.
Report Number	A sequential number automatically generated by TRIPS to uniquely identify a User’s Expense Reports.
Reroute	If a file becomes stale during the approval process, the Statewide Administrator may reroute the file to another Approver.
STARS	State of Tennessee Accounting and Reporting System



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Service Access	A feature that allows a User to give another User access to his/her login account to create and modify (but not submit) an Expense Report on his/her behalf.
Shared Service	A feature that allows a Proxy Submitter to submit Expense Reports and view history for other employees. Proxy Submitters are granted Shared Service privileges for a defined Shared Service Group.
Shared Service Group	A group of one or more employees on behalf of whom TRIPS access is granted to one or more Proxy Submitters.
Stale	If an Approver fails to approve or reject an assigned file within the stale date interval, that file will become “stale”. The Statewide Administrator may either reroute the stale file to another Approver or skip the Approver who allowed the file to become stale (the final Approver cannot be skipped).
Stale Date Interval	The designated time period in which an Approver must either approve or reject an assigned Expense Report or cash advance request. If an Approver does not approve or reject a file within the stale date interval the file will become stale.
Statewide Administrator	A Department of Finance & Administration, Division of Accounts employee that has been granted access to the TRIPS AdministratER module for purposes of configuring system tables. Statewide Administrators are responsible for overall system management.
Submitter	A User who submits an Expense Report or Cash Advance request
Systems Administrator	A Department of Finance & Administration Information Systems Management staff person who is responsible for computer hardware and software installation, configuration, and troubleshooting, as well as the operation of interfaces between TRIPS and other systems.
TRIPS	Travel and expense Reimbursement and Information Processing System
Unsubmitted	A file status indicating that the Expense Report or Cash Advance request has been saved but has not yet been submitted for approval.
User	A State employee with access to the TRIPS NavigatER module.